

It's getting close to that time when businesses have to schedule work on and around public holidays and summer annual leave. It may be that you are considering hiring additional staff to assist you over a busy seasonal time, or to cover employees taking leave over summer. To help you get it right the Department of Labour has a range of information and tools to assist you:

Employing Staff

Building constructive employment relationships makes good business sense; organisations with good employment relationships tend to be more successful. One of the key elements of this process is the employment agreement. Every employee must have a written employment agreement and there are some provisions that must be included in employment agreements by law.

The Department of Labour provides a tool, the Employment Agreement Builder (EAB), that can help you to put together a draft employment agreement for each new employee. The EAB has clauses that cover different types of employment arrangements such as part-time, fixed-term and casual. The Department of Labour's website has further information on these different employment arrangements including information on who is an employee and who is not.

Holidays and Leave

The Holidays Act 2003 provides minimum entitlements to holidays and leave for all employees - full-time, part-time or casual. If you are unsure of your staff's holiday pay entitlements visit www.ers.dol.govt.nz/holidays to find out more about annual leave, closedowns, and public holidays (including special rules for Boxing Day and 2 January), or to use our Holidays Online Tool. The online tool can help you work out whether an

employee is entitled to a paid public holiday, sick day or bereavement leave day.

Health and Safety

Keeping your staff safe in the workplace encourages staff retention and increases productivity. It can be stressful, time consuming and costly to rearrange rosters or to employ extra staff to cover for an employee who has had a workplace accident. Research shows that the incidence of workplace accidents increases during summer. For information and tools to assist you to identify and manage hazards in the workplace go to www.osh.dol.govt.nz