

ANNUAL LEAVE

Your annual leave gives you the opportunity to take time away from the office.

Find out more about your annual leave entitlements.

Leave entitlement

Everyone at Spark gets a minimum of four weeks annual leave every year, which you start earning from the day you join us. If you're full time, this means you're entitled to 20 days per year. If you're part time, your entitlement will be based on the number of days you work each week (e.g. if you work Monday to Wednesday, you're entitled to 12 days per year - 3 days per week times 4 weeks).

Annual leave accrues at the start of each new pay period up to the end of that pay period. This means you will only see your annual leave balance change once each pay cycle in Ramco.

Using your annual leave

You need to use all of your leave in the year you're entitled to it, as it's important that you take time away from the office, and avoid building up a big leave balance. Plus it costs the Company if you carry leave over from one year to the next.

When you're thinking about taking leave, discuss this with your manager - ensure you give plenty of notice if you're planning to take a week or more in one go, so that your manager can plan for your absence and check who else might be planning to take leave around the same time.

You don't need to take all of your annual leave in one go - you can take as little as a half day's annual leave, though we do encourage you to take at least one uninterrupted break of two weeks each year.

Once you've discussed your leave with your manager, you'll need to submit a leave application through Ramco which will go to your manager for approval.

Carrying over annual leave from one year to the next

It's important that you take your annual leave in the year you're entitled to it, but we understand that in some year's you might need to carry forward some of your leave for a longer holiday in the next year. If you wish to carry over more than 5 days from one year to the next, you need to get approval from your manager and your business unit CEO at least 90 days before the end of the year.

Pay in advance

If you are going to be heading overseas on holiday to a place where you won't have access to EFTPOS or banking facilities, you can apply to have your pay paid out in advance before you leave.

You'll need to have applied for your leave in Ramco and has this approved before submitting a pay in advance request. Use this form ([/sites/workinghere/Documents/Leave/Leave_Application.xls](#)) to apply.

Cashing up of annual leave

We encourage you to take your full annual leave entitlement every year, but in exceptional circumstances you may be able to cash up some of your annual leave. If you wish to find out more, discuss your options with your business unit HR team who can give you more information about the process. You'll need approval from your manager and your business unit's Head of People & Culture Partner.

About This Page



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