

## Fire and Emergency New Zealand

Whakaratonga Iwi – Serving Our People

# Agreeing on a leave / volunteer absence policy

There is no obligation for you to release and/or pay your employees for any period they are absent from work on Fire and Emergency New Zealand business.

We recognise that releasing your employees may not always be practical or possible. For this reason, we would encourage you either to make an agreement in advance, or to develop an emergency service volunteer absence policy for your whole business.

Leave arrangements may include:

- Only releasing employees during set times of the day, such as quieter periods
- Flexible working that allows your employees to make up the time
- Using personal leave, unpaid leave or having an allocation of specific paid emergency services leave.

You may wish to consider using a clause similar to one of the following examples. These are generic clauses and you may need to seek further advice regarding your individual situation.

### Example 1:

*Full-time and part-time employees on permanent or fixed term contracts involved in a voluntary capacity with a recognised provider of emergency services may be entitled to [paid/unpaid] leave to respond to emergency incidents during work hours.*

*If you think this could apply to you, you need to discuss this with us. If we agree that this applies to your situation, any leave taken will be [paid at your ordinary rate/unpaid]. You are responsible for keeping us aware of the length of time you will be away from the workplace.*

*On request, you will provide us with proof of attendance at an emergency services incident.*

### Example 2:

*We agree that you are entitled to [paid/unpaid] leave to respond during work hours to emergency incidents in your capacity as a volunteer with [name of emergency provider].*

*Any leave taken will be [paid at your ordinary rate/unpaid]. You are responsible for keeping us aware of the length of time you will be away from the workplace.*

*On request, you will provide us with proof of attendance at an emergency services incident.*

## If you have any questions

If you have any questions about the Fire and Emergency New Zealand Employer Recognition Programme, please contact our Employer Recognition Programme Coordinator at [employers@fireandemergency.nz](mailto:employers@fireandemergency.nz)

## Other ways you can help

In addition to supporting your employees in becoming Fire and Emergency New Zealand volunteers, there are other ways you can help contribute to the work we do to keep your community safe.

To find out more about employing a Fire and Emergency volunteer visit <https://fireandemergency.nz/business-and-landlords/employing-a-fire-and-emergency-volunteer/>