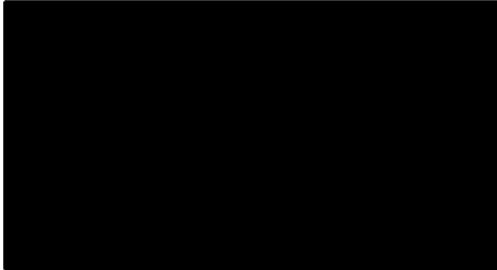




**National Headquarters**  
Level 12  
80 The Terrace  
PO Box 2133  
Wellington  
New Zealand

Phone +64 4 496 3600

6 June 2019



**Information Request – parental leave policies and procedures**

I refer to your official information request dated 11 April 2019 asking for the following information:

- *parental leave policies, procedure and arrangements for your organisation*
- *this should include: parental leave payments and 'top-ups', leave for partners' or secondary carers, pay review while on leave, any payments on leave accrued while on parental leave (is this the full rate?), flexible work arrangements, Kiwisaver contributions, and any contributions towards childcare.*

On 14 May 2019 we wrote to you advising an extension to the timeframe for providing you with a decision on your request. We are now in a position to respond.

People are at the heart of everything we do at Fire and Emergency and the safety, health and wellbeing of our people is of paramount importance. We know the nature of our work is physically demanding and can expose our people to risks to their safety, health or psychological wellbeing that cannot always be eliminated.

Our policies aim to reduce or eliminate the exposure to activities that may place pregnant frontline staff or their unborn child at risk.

In accordance with the provisions of the Official Information Act 1982, I *enclose* copies of the following documents:

- Pregnancy and operational firefighting policy
- Leave guide
- Pregnancy health and safety information
- Agree on alternative duties during pregnancy
- Apply for leave.

Please note that with the transition to Fire and Emergency, we are working through a staged review of all of our policies, including those attached.

Other provisions can be found in Fire and Emergency New Zealand and New Zealand Professional Firefighters' Union Collective Agreement for Uniformed and Communications Centre Employees. A copy of this agreement is publicly available at <http://www.nzpfu.org.nz/resources>. Of particular note are the sections on Parental Leave and Paternity Leave.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Note also that this response (with your personal details removed) may be published on the Fire and Emergency website.

Yours sincerely



Raewyn Bleakley  
Deputy Chief Executive, Office of the Chief Executive

encl

# Pregnancy and operational firefighting

**Note**

This policy was reviewed as part of the implementation of the Fire and Emergency New Zealand Act 2017. No substantive amendments were considered necessary before 1 July 2017, however outdated references and links may remain.

## Introduction

<p><b>When to use</b></p>	<p>This policy sets out the expected behaviours that apply when a firefighter, officer or executive officer becomes aware she is pregnant.</p> <p>Apply this policy to:</p> <ul style="list-style-type: none"> <li>• discuss and agree on alternative duties when pregnant</li> <li>• arrange parental leave and payment of the maternity grant</li> <li>• get clearance to return to operational duties</li> <li>• resolve any dispute about the application of this policy.</li> </ul>
<p><b>Purpose</b></p>	<p>There are special health and safety considerations when a firefighter, officer or executive officer becomes pregnant. The aim of this policy is to reduce or eliminate exposure to potential hazards and activities that may place you, your unborn child, colleagues, or the public, at risk.</p>
<p><b>Who it applies to</b></p>	<p>This policy applies to:</p> <ul style="list-style-type: none"> <li>• pregnant firefighters, officers and executive officers (career and volunteer)</li> <li>• firefighters, officers and executive officers considering becoming pregnant</li> <li>• Officers in Charge</li> <li>• Chief Fire Officers or VRFF Controllers</li> <li>• Assistant/Area Managers</li> <li>• Fire Region Managers or Regional Managers Rural</li> <li>• Deputy/Principal Rural Fire Officers</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• For the purposes of this policy 'executive officers' covers all ranks from Assistant Area Manager to National Commander Urban, and rural roles from Deputy Principal Rural Fire Officer to National Manager Rural.</li> <li>• For volunteers, the employment-related aspects of this policy don't apply.</li> </ul>
<p><b>Contents</b></p>	<p>This policy contains the following content:</p> <ul style="list-style-type: none"> <li>• <a href="#">Alternative duties</a></li> <li>• <a href="#">Return to work</a></li> <li>• <a href="#">Employment relationship matters</a></li> <li>• <a href="#">Related information</a></li> </ul>

## Alternative duties

<b>Who to inform</b>	<p>You need to inform your manager or officer as soon as you become aware that you're pregnant.</p> <p>For steps, see procedure: <a href="#">Agree on alternative duties during pregnancy</a>.</p>
<b>Agree on alternative duties</b>	<p>To reduce or eliminate exposure to potential hazards and activities, you and your manager or officer need to discuss and agree on suitable duties until such time you decide, or are required, to start parental/maternity leave. For the most part, for the safety of yourself and others, these duties will be non-operational.</p> <p>Let your manager or officer know of any issues that arise when performing the alternative duties.</p>
<b>Considerations</b>	<p>When agreeing on alternative duties, the manager or officer must take into consideration the:</p> <ul style="list-style-type: none"> <li>• reasonable wishes you have</li> <li>• recommendations of a relevant health professional</li> <li>• operational and promotional needs of the Area, district or station</li> <li>• nature and range of alternative duties available.</li> </ul>
<b>Criteria</b>	<p>The alternative duties, as much as possible should be:</p> <ul style="list-style-type: none"> <li>• safe and not present risks to you, your unborn child, or colleagues</li> <li>• compatible with your abilities and interests</li> <li>• flexible enough to accommodate your changing health requirements.</li> </ul>
<b>Ideas for alternative duties</b>	<p>Alternative duties that meet the above criteria may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Building inspections</li> <li>• Evacuations planning and monitoring</li> <li>• Community work, e.g. neighbourhood watch</li> <li>• Coordinating or delivering training</li> <li>• Coordinating station visits</li> <li>• Deliveries within the area that don't involve heavy lifting</li> <li>• Public safety promotion programmes, e.g. FireWise, school visits, static displays</li> <li>• Participate in training and drills, where it's safe to do so, to maintain OSM status</li> <li>• Recruitment</li> <li>• Public enquiries</li> <li>• Research projects</li> <li>• Smoke alarm installations</li> <li>• Work at a computer, and station or brigade administration.</li> </ul> <p><b>Note:</b> You and your manager should assess the risk of these duties in relation to the individual and stage of the pregnancy.</p>

<p><b>No suitable alternative duties or serious risks</b></p>	<p>You may be required to start maternity leave if, after discussion and consultation, there are:</p> <ul style="list-style-type: none"> <li>• no suitable alternative duties</li> <li>• serious risks to you, your unborn child or colleagues.</li> </ul> <p>Sections <a href="#">9(2)</a> and <a href="#">14</a> of the Parental Leave and Employment Protection Act 1987 give us the right to appoint a start date for maternity leave on these grounds.</p> <table border="1" data-bbox="411 474 1423 712"> <thead> <tr> <th data-bbox="411 474 794 533">If early leave is invoked by...</th> <th data-bbox="794 474 1423 533">then the reasons must be...</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 533 794 645">you</td> <td data-bbox="794 533 1423 645"> <ul style="list-style-type: none"> <li>• fully documented and signed</li> <li>• supported by a medical certificate</li> </ul> </td> </tr> <tr> <td data-bbox="411 645 794 712">us</td> <td data-bbox="794 645 1423 712">fully documented and signed.</td> </tr> </tbody> </table>	If early leave is invoked by...	then the reasons must be...	you	<ul style="list-style-type: none"> <li>• fully documented and signed</li> <li>• supported by a medical certificate</li> </ul>	us	fully documented and signed.
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us	fully documented and signed.						
<p><b>Watch assignment</b></p>	<p>You may remain on your usual watch for all or most of the time you're on alternative duties.</p> <p>However, you may also temporarily shift to Black Watch. Some people find that the shift to Black Watch has helped to manage fatigue associated with shift work and to limit the likelihood of having to work alone.</p>						
<p><b>Overtime</b></p>	<p>Based on the needs of the organisation and your health, you may be offered occasional overtime at the discretion of your manager.</p> <p>Overtime must not:</p> <ul style="list-style-type: none"> <li>• exceed the level of overtime performed by you in the three months immediately before the pregnancy</li> <li>• place you at any undue risk.</li> </ul>						
<p><b>Uniform</b></p>	<p>When the standard uniform is no longer comfortable, the Fire and Emergency New Zealand-approved maternity uniform is available. For details, see: <a href="#">Maternity uniform order (N2-1d FM)</a>.</p>						

## Return to work

<p><b>Protection of position</b></p>	<p>The Area Manager / Principal Rural Fire Officer must plan appropriately for your anticipated return at least one month before your planned return date.</p> <p>When you return to duty at any time during, or at the expiry of, your parental leave, you'll be expected to return to the same watch and station, wherever possible.</p>
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<b>Return to operational duties</b>	We acknowledge that returning to operational duties may be a challenging time for new parents. You may want to seek support from your manager in the following situations:	
	If you...	then...
	can't return to full operational duties due to any health or fitness concerns	<ul style="list-style-type: none"> <li>• you should speak to your doctor to get medical guidelines</li> <li>• discuss with your manager and Rehabilitation Coordinator, if needed, to establish a supported return-to-work plan.</li> </ul> <p><b>Note:</b> In some cases, we may need you to obtain a medical clearance to return to operational duties.</p>
	can't return to full operational duties due to 'red light' OSM status	your manager will discuss what duties you can undertake and what timeframe is needed to achieve 'green light' status.
	find you're more fatigued than usual in your transition back to operational duties	discuss with your manager and Rehabilitation Coordinator, if needed, the option of a supported return-to-work plan.

## Employment relationship matters

<b>Paternity and maternity leave</b>	Refer to the <i>NZPFU collective agreement</i> and the <a href="#">Parental Leave and Employment Protection Act 1987</a> for your paternity/maternity leave and grant entitlements.	
	To apply for leave and the maternity grant, see procedure: <a href="#">Apply for leave</a> . The maternity grant clause has been agreed by us and the NZPFU to mean the following:	
	That an employee on...	will receive a payment equivalent to...
	a 'coloured' watch	8.5 weeks pay
	black watch	6 weeks pay
	yellow watch	7.5 weeks pay
<b>Equal employment opportunity</b>	Subject to any considerations arising from the pregnancy, we'll treat you fairly as we do for any other employee under our obligations to promote equal opportunity in employment and to be a good employer. See policy: <a href="#">Good employer and equal employment opportunity</a> .	
	<p>For example, the following remain unchanged:</p> <ul style="list-style-type: none"> <li>• Entitlements to leave, including rostered time off.</li> <li>• Opportunities for promotion and training.</li> </ul>	

<p><b>Disputes</b></p>	<p>Where you and your manager have a dispute about the application of this policy, both parties are to:</p> <ul style="list-style-type: none"> <li>• prepare a submission to outline their view of the dispute and supporting facts</li> <li>• forward the submissions to the Fire Region Manager or Regional Manager Rural for a decision.</li> </ul> <p>After discussion with the HR Business Partner, the decision of the Fire Region Manager or Regional Manager Rural is final.</p>
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**Related information**

<p><b>Topics</b></p>	<p>Refer to these intranet topics to help you apply and comply with this policy</p> <ul style="list-style-type: none"> <li>• <a href="#">Agree on alternative duties during pregnancy</a></li> <li>• <a href="#">Apply for leave</a></li> </ul>
<p><b>Policies</b></p>	<p>Related policy:</p> <p><a href="#">Good employer and equal employment opportunity</a></p>
<p><b>Legislation</b></p>	<p>We must comply with legislation, including the following:</p> <p><a href="#">Parental Leave and Employment Protection Act 1987</a></p> <p><b>Note:</b> For information on Government parental leave, see <a href="http://www.employment.govt.nz">www.employment.govt.nz</a> &gt; Employment relations &gt; Leave and holidays &gt; <a href="#">Parental leave</a>.</p>

**Document information**

<b>Owner</b>	Director, People & Capability
<b>Last reviewed</b>	1 July 2017
<b>Review period</b>	Every second year

**Record of amendment**

<b>Date</b>	<b>Brief description of amendment</b>
September 2015	<p>Under the Corporate Information Framework project, the Pregnancy in operational firefighters policy (POLHR6.5) has been renamed and reformatted to make it easier for personnel to find and understand.</p> <p>The audience of this policy has been extended to officers and executive officers. The supplementary information that didn't meet the framework's definition of policy has been extracted to topic reference material.</p> <p><b>Note:</b> The UFBA has not yet provided feedback on this policy.</p>
1 July 2017	<p>This policy was reviewed as part of the implementation of the Fire and Emergency New Zealand Act 2017. No substantive amendments to content were considered necessary before 1 July 2017 therefore only superficial updates were made. Outdated references and links may remain.</p>



# Leave

**Note** This guide was reviewed as part of the implementation of the Fire and Emergency New Zealand Act 2017. No substantive amendments were considered necessary before 1 July 2017 therefore only superficial updates were made.

## Introduction

**When to use** Use this guide to clarify and find information on employee rights, entitlements and obligations that apply to leave.

**Note:** For information about absences from work due to sickness or injury, refer to your employment agreement.

### Contents

- [Annual leave](#)
- [Public holidays](#)
- [Tangihanga/bereavement leave](#)
- [Parental leave](#)
- [Jury service](#)
- [Sporting and cultural leave](#)
- [Other leave types](#)
- [Related information](#)

## Annual leave

### Taking annual leave is important

You're encouraged to take annual leave in blocks of at least five consecutive days, and preferably at least one block of ten consecutive days each year. This is to ensure you have adequate restorative breaks away from work.

Taking breaks away from the workplace is important for your physical and psychological health and wellbeing. Working for prolonged periods without taking adequate time-off can contribute to personal health risks, and will limit your productivity and focus when you're at work.

It's your responsibility to ensure that you use your annual leave to support your own health and wellbeing, and your manager's responsibility to encourage and support you to do this.

<p><b>Annual leave entitlement</b></p>	<p>For your annual leave (annual holiday) entitlement, refer to your employment agreement.</p> <p>This table clarifies provisions in the following situations:</p> <table border="1" data-bbox="414 347 1420 1489"> <thead> <tr> <th data-bbox="422 347 702 403">Situation</th> <th data-bbox="702 347 1412 403">Provision</th> </tr> </thead> <tbody> <tr> <td data-bbox="422 403 702 593">Annual leave in advance</td> <td data-bbox="702 403 1412 593">You may not have to wait 12 months to take annual leave. You may take a limited number of days leave in advance, or as they are earned. Your leave record will show either accrued leave or a negative figure when leave is taken in advance.</td> </tr> <tr> <td data-bbox="422 593 702 716">Accumulated leave balances</td> <td data-bbox="702 593 1412 716">It's expected that annual leave is taken within 12 months of it being earned. See the 'Monitoring leave balances' section below.</td> </tr> <tr> <td data-bbox="422 716 702 840">Cashing-up annual leave</td> <td data-bbox="702 716 1412 840">Generally, we don't allow cashing-up of annual leave. This policy applies even when you make a request under the Holidays Act.</td> </tr> <tr> <td data-bbox="422 840 702 963">Public holiday when on annual leave</td> <td data-bbox="702 840 1412 963">When a public holiday falls within a period of your annual leave, the public holiday will not count as part of the annual leave.</td> </tr> <tr> <td data-bbox="422 963 702 1220">Become sick or hospitalised when on annual leave</td> <td data-bbox="702 963 1412 1220"> <p>If you become sick or are hospitalised during your annual leave, you can apply to convert annual leave to sick leave. You'll need to provide appropriate evidence to your manager.</p> <p>In the above circumstances, for employees on the NZPFU collective agreement, annual leave will be extended immediately following the period of sick leave.</p> </td> </tr> <tr> <td data-bbox="422 1220 702 1489">Called back from annual leave</td> <td data-bbox="702 1220 1412 1489"> <p>We won't call you back from annual leave unless it's an extreme emergency. If you're called back:</p> <ul style="list-style-type: none"> <li>• You'll be entitled to a day off at a later date. This later date can be determined by you after considering the wishes of your manager or officer.</li> <li>• We'll reimburse reasonable travel costs for your return home, if it's not covered by travel insurance.</li> </ul> </td> </tr> </tbody> </table>	Situation	Provision	Annual leave in advance	You may not have to wait 12 months to take annual leave. You may take a limited number of days leave in advance, or as they are earned. Your leave record will show either accrued leave or a negative figure when leave is taken in advance.	Accumulated leave balances	It's expected that annual leave is taken within 12 months of it being earned. See the 'Monitoring leave balances' section below.	Cashing-up annual leave	Generally, we don't allow cashing-up of annual leave. This policy applies even when you make a request under the Holidays Act.	Public holiday when on annual leave	When a public holiday falls within a period of your annual leave, the public holiday will not count as part of the annual leave.	Become sick or hospitalised when on annual leave	<p>If you become sick or are hospitalised during your annual leave, you can apply to convert annual leave to sick leave. You'll need to provide appropriate evidence to your manager.</p> <p>In the above circumstances, for employees on the NZPFU collective agreement, annual leave will be extended immediately following the period of sick leave.</p>	Called back from annual leave	<p>We won't call you back from annual leave unless it's an extreme emergency. If you're called back:</p> <ul style="list-style-type: none"> <li>• You'll be entitled to a day off at a later date. This later date can be determined by you after considering the wishes of your manager or officer.</li> <li>• We'll reimburse reasonable travel costs for your return home, if it's not covered by travel insurance.</li> </ul>
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<p><b>Applications</b></p>	<p>Check your leave balance and submit your annual leave request in <a href="#">Home Base</a> or <a href="#">SMS</a>.</p>														
<p><b>Monitoring annual leave balance</b></p>	<p>Your manager must monitor your annual leave balance to ensure that you:</p> <ul style="list-style-type: none"> <li>• use your allocated annual leave within the year that it accumulates, wherever possible</li> <li>• use leave effectively to support your wellbeing.</li> </ul> <p>You must strive to use allocated annual leave within each 12-month period. Where your annual leave balance has accumulated, it should ideally be less than 25 days, and no more than 35 days.</p>														

## Public holidays

<b>Public holidays</b>	<p>You're entitled to a paid day off on public holidays, where these fall on days on which you would normally work. These holidays may be listed in your employment agreement, but are generally recognised as:</p> <ul style="list-style-type: none"> <li>• New Year's Day and the day after New Year's Day</li> <li>• Waitangi Day</li> <li>• Good Friday</li> <li>• Easter Monday</li> <li>• ANZAC Day</li> <li>• Queen's Birthday</li> <li>• Labour Day</li> <li>• Christmas Day</li> <li>• Boxing Day</li> <li>• Anniversary day of the province in which you work.</li> </ul> <p>For more information, see <a href="http://www.employment.govt.nz">www.employment.govt.nz</a> &gt; Leave and holidays &gt; <a href="#">Public holidays</a>.</p>						
<b>Working on a public holiday</b>	<p>When you're required to work on a public holiday that's your ordinary day of work (this includes normal rostered shifts), you'll be given a paid alternative holiday at a later date, in addition to any extra pay due under your employment agreement.</p>						
<b>Holidays that fall on a weekend</b>	<p>When ANZAC Day, Waitangi Day, Christmas Day, Boxing Day, New Year's Day or the day after New Year's Day fall on a Saturday or Sunday, the public holiday is observed as follows:</p> <table border="1" data-bbox="419 1234 1417 1426"> <thead> <tr> <th data-bbox="419 1234 719 1294">If you normally work...</th> <th data-bbox="719 1234 1417 1294">then you'll observe the public holiday on the...</th> </tr> </thead> <tbody> <tr> <td data-bbox="419 1294 719 1357">Monday to Friday</td> <td data-bbox="719 1294 1417 1357">following Monday or Tuesday.</td> </tr> <tr> <td data-bbox="419 1357 719 1426">Saturday or Sunday</td> <td data-bbox="719 1357 1417 1426">day it actually falls.</td> </tr> </tbody> </table>	If you normally work...	then you'll observe the public holiday on the...	Monday to Friday	following Monday or Tuesday.	Saturday or Sunday	day it actually falls.
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## Tangihanga/bereavement leave

<b>Entitlements</b>	<p>For your bereavement leave entitlements, refer to your employment agreement and the provisions of the <a href="#">Holidays Act 2003</a>. For information on your minimum rights and entitlements under the Act, see <a href="http://www.employment.govt.nz">www.employment.govt.nz</a> &gt; Leave and holidays &gt; <a href="#">Bereavement leave</a>.</p> <p>Where we accept that the nature of your bereavement means that the statutory entitlement may not be sufficient, we'll consider additional bereavement leave on a case-by-case basis. This may include fulfilment of responsibilities in respect of the death, such as cultural requirements.</p>
<b>Applications</b>	<ul style="list-style-type: none"> <li>• You don't have to use bereavement leave immediately, or on consecutive days.</li> <li>• You may be required to provide evidence of bereavement.</li> </ul> <p>See procedure: <a href="#">Apply for leave</a>.</p>

## Parental leave

<b>Entitlements</b>	<p>For your parental leave entitlements, including maternity or partner's/paternity leave, refer to your employment agreement and the provisions of the <a href="#">Parental Leave and Employment Protection Act 1987</a>.</p> <p>For information on Government parental leave, see <a href="http://www.employment.govt.nz">www.employment.govt.nz</a> &gt; Leave and holidays &gt; <a href="#">Parental leave</a>.</p>
<b>Applications</b>	<p>You'll need to apply:</p> <ul style="list-style-type: none"> <li>• at least three months before the baby is due</li> <li>• within 14 days of confirmation that you're going to adopt.</li> </ul> <p>See procedure: <a href="#">Apply for leave</a>.</p>
<b>Pregnancy and operational firefighting</b>	<p>There are special health and safety considerations when a firefighter, officer or executive officer becomes pregnant. Contact your manager as soon as practicable to discuss and agree to alternative duties. For details, see policy: <a href="#">Pregnancy and operational firefighting</a>.</p>

## Jury service

<b>Entitlements</b>	<p>We're required to let you attend jury service and we recognise that your participation is an important civic duty. For your entitlement options see the table below:</p> <table border="1" data-bbox="414 1108 1425 1500"> <thead> <tr> <th data-bbox="414 1108 718 1176">If you're covered by...</th> <th data-bbox="726 1108 1425 1176">then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="414 1176 718 1332">the NZPFU collective agreement</td> <td data-bbox="726 1176 1425 1332">see the <i>NZPFU collective agreement</i> for your options. <b>Note:</b> If you are rostered on a night shift immediately before the first day of your jury service, we'll release you from that night shift on pay.</td> </tr> <tr> <td data-bbox="414 1332 718 1500">any other employment agreement</td> <td data-bbox="726 1332 1425 1500">you'll be paid a fee by the court. A direct report to the Chief Executive may approve special paid leave. If special paid leave is granted, juror fees (excluding expenses) must be repaid to us.</td> </tr> </tbody> </table>	If you're covered by...	then...	the NZPFU collective agreement	see the <i>NZPFU collective agreement</i> for your options. <b>Note:</b> If you are rostered on a night shift immediately before the first day of your jury service, we'll release you from that night shift on pay.	any other employment agreement	you'll be paid a fee by the court. A direct report to the Chief Executive may approve special paid leave. If special paid leave is granted, juror fees (excluding expenses) must be repaid to us.
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any other employment agreement	you'll be paid a fee by the court. A direct report to the Chief Executive may approve special paid leave. If special paid leave is granted, juror fees (excluding expenses) must be repaid to us.						
<b>Applications</b>	<p>To apply for jury service leave, see procedure: <a href="#">Apply for leave</a>.</p>						
<b>Deferral of service</b>	<p>If you have too much work on, or special commitments, you can apply to the court to defer service to a later date. For more information about jury service, see <a href="http://www.justice.govt.nz">www.justice.govt.nz</a> &gt; Services &gt; <a href="#">Jury service</a>.</p>						

## Sporting and cultural leave

<b>Eligibility</b>	<p>You may be granted special leave on pay to represent New Zealand in a sporting or cultural event, as a participant or an official, provided it meets certain criteria.</p> <table border="1" data-bbox="416 367 1407 555"> <tr> <th data-bbox="416 367 855 427">If you are covered by...</th> <th data-bbox="860 367 1407 427">then for criteria and provisions see the...</th> </tr> <tr> <td data-bbox="416 434 855 495">the NZPFU collective agreement</td> <td data-bbox="860 434 1407 495"><i>NZPFU collective agreement.</i></td> </tr> <tr> <td data-bbox="416 501 855 555">any other employment agreement</td> <td data-bbox="860 501 1407 555">criteria sections below.</td> </tr> </table>	If you are covered by...	then for criteria and provisions see the...	the NZPFU collective agreement	<i>NZPFU collective agreement.</i>	any other employment agreement	criteria sections below.
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<b>Sports event criteria</b>	<p>The following criteria apply for sporting events:</p> <table border="1" data-bbox="416 640 1407 1216"> <thead> <tr> <th data-bbox="416 640 703 701">Event location</th> <th data-bbox="708 640 1407 701">Criteria</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 707 703 981">Overseas</td> <td data-bbox="708 707 1407 981"> <ul style="list-style-type: none"> <li>The sport must be widely recognised as a sport and widely practised in New Zealand.</li> <li>The sport must have a national organisation and conduct regular tournaments.</li> <li>Selection must be on a national basis.</li> <li>International competition must take place at some stage during the tour.</li> </ul> </td> </tr> <tr> <td data-bbox="416 987 703 1216">Within New Zealand</td> <td data-bbox="708 987 1407 1216"> <ul style="list-style-type: none"> <li>The sport must be widely recognised as a sport and widely practised in New Zealand.</li> <li>The sport must have a national organisation and conduct regular tournaments.</li> <li>You must have been selected to participate in an international sporting event to be held in New Zealand.</li> </ul> </td> </tr> </tbody> </table>	Event location	Criteria	Overseas	<ul style="list-style-type: none"> <li>The sport must be widely recognised as a sport and widely practised in New Zealand.</li> <li>The sport must have a national organisation and conduct regular tournaments.</li> <li>Selection must be on a national basis.</li> <li>International competition must take place at some stage during the tour.</li> </ul>	Within New Zealand	<ul style="list-style-type: none"> <li>The sport must be widely recognised as a sport and widely practised in New Zealand.</li> <li>The sport must have a national organisation and conduct regular tournaments.</li> <li>You must have been selected to participate in an international sporting event to be held in New Zealand.</li> </ul>
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<b>Applications</b>	<p>Submit your leave request in writing to your manager. Attach a statement from the national body confirming your selection, together with details of any payment to be made to you and your family.</p> <p>Final approval may only be granted by the Chief Executive.</p>						
<b>Declined applications</b>	<p>Where an application is declined, you may apply for special unpaid leave. If this is also declined, you may apply for annual leave, where appropriate.</p>						

## Other leave types

<b>Entitlements</b>	You may be entitled to other types of leave:	
	Leave type	Provisions
	Leave without pay	Leave without pay is not an automatic entitlement. A request may be approved by your manager subject to consultation with People & Capability. <b>Note:</b> We may not be able to provide you with any guarantee of employment at the conclusion of a period of extended unpaid leave.
	Long service leave	Refer to your employment agreement for any long service leave entitlements.
	Military leave	Unpaid leave for military training or service shall be granted under the <a href="#">Volunteers Employment Protection Act 1973</a> . For information on your rights under the Act, see <a href="http://www.employment.govt.nz">www.employment.govt.nz</a> > Leave and holidays > Other types of leave > <a href="#">Defence force volunteers</a> .
Study leave	For tertiary study and tuition entitlements, refer to your employment agreement or the <a href="#">Tertiary study</a> policy.	
<b>Applications</b>	To apply for these other types of leave, see procedure: <a href="#">Apply for leave</a> .	

## Related information

<b>Topics</b>	Refer to this intranet topic: <a href="#">Apply for leave</a>
<b>Policies</b>	Related policies: <ul style="list-style-type: none"> <li>• <a href="#">Pregnancy and operational firefighting</a></li> <li>• <a href="#">Safety, health and wellbeing</a></li> </ul>
<b>Legislation</b>	We must comply with legislation, including the following: <ul style="list-style-type: none"> <li>• <a href="#">Accident Compensation Act 2001</a></li> <li>• <a href="#">Employment Relations Act 2000</a></li> <li>• <a href="#">Holidays Act 2003</a></li> <li>• <a href="#">Parental Leave and Employment Protection Act 1987</a></li> <li>• <a href="#">Volunteers Employment Protection Act 1973</a></li> </ul> <p>For an overview of holiday and leave minimum employment rights, see <a href="http://www.employment.govt.nz">www.employment.govt.nz</a> &gt; Leave and holidays &gt; <a href="#">Minimum leave and holidays entitlements</a>.</p>

**Document information**

<b>Owner</b>	Director, People & Capability
<b>Last reviewed</b>	1 July 2017
<b>Review period</b>	Yearly

**Record of amendment**

<b>Date</b>	<b>Brief description of amendment</b>
September 2015	This guide replaces the Leave policy (POLHR1.4). The policy has been retired as it duplicates information in employment agreements and minimum employment rights can be found through Government labour information sources.
1 July 2017	This guide was reviewed as part of the implementation of the Fire and Emergency New Zealand Act 2017. No substantive amendments were considered necessary before 1 July 2017 therefore only superficial updates were made.
1 May 2018	Updated reference to Employee Kiosk to reflect new employee HR system Home base.

# Pregnancy health and safety information

**Note** This guideline was reviewed as part of the implementation of the Fire and Emergency New Zealand Act 2017. No substantive amendments were considered necessary before 1 July 2017.

## Introduction

<b>Purpose</b>	<p>In general, a healthy woman with an uncomplicated pregnancy can continue to work throughout the pregnancy. However, due to the nature of firefighting work, a firefighter cannot safely continue most operational duties during pregnancy.</p> <p>This document outlines some of the risks to a pregnant firefighter, including an officer or executive officer, and her unborn child in the operational environment.</p>
<b>Disclaimer</b>	<p>The information in this document is indicative only. We encourage the firefighter to seek professional medical advice.</p>

## Health and safety risks

<b>Risks</b>	<p>The physical changes that occur as the pregnancy progresses mean the firefighter may not be able to undertake her usual operational activities safely. The table below outlines some of the risks that may impact on the pregnant firefighter and her unborn child:</p> <table border="1"> <thead> <tr> <th>Risk</th> <th>Potential hazard or risky activity</th> </tr> </thead> <tbody> <tr> <td>Fatigue and musculoskeletal injury</td> <td> <ul style="list-style-type: none"> <li>Physical activities that involve heavy lifting or strain, particularly during the first three months of the pregnancy.</li> <li>Shift work.</li> </ul> </td> </tr> <tr> <td>Heat</td> <td> <p>Frequent or prolonged exposure to temperatures in excess of 39°C, e.g. firefighting.</p> <p><b>Note:</b> There is medical evidence to show that there is an increased risk of foetal abnormalities in the first trimester if the body's temperature is elevated.</p> </td> </tr> <tr> <td>Hazardous substances</td> <td> <p>Exposure to:</p> <ul style="list-style-type: none"> <li>carbon monoxide</li> <li>toxic or noxious substances by skin exposure or inhalation.</li> </ul> </td> </tr> <tr> <td>Psychological harm</td> <td> <p>Exposure to the demands of firefighting, including the unpredictable and emergency nature of the job, erratic work schedule, shift work and prevalent hazards.</p> </td> </tr> <tr> <td>Radiation</td> <td> <p>Exposure to possible sources of ionising radiation during responses to calls at medical care facilities, laboratories, certain industries or some environmental spills.</p> </td> </tr> </tbody> </table>	Risk	Potential hazard or risky activity	Fatigue and musculoskeletal injury	<ul style="list-style-type: none"> <li>Physical activities that involve heavy lifting or strain, particularly during the first three months of the pregnancy.</li> <li>Shift work.</li> </ul>	Heat	<p>Frequent or prolonged exposure to temperatures in excess of 39°C, e.g. firefighting.</p> <p><b>Note:</b> There is medical evidence to show that there is an increased risk of foetal abnormalities in the first trimester if the body's temperature is elevated.</p>	Hazardous substances	<p>Exposure to:</p> <ul style="list-style-type: none"> <li>carbon monoxide</li> <li>toxic or noxious substances by skin exposure or inhalation.</li> </ul>	Psychological harm	<p>Exposure to the demands of firefighting, including the unpredictable and emergency nature of the job, erratic work schedule, shift work and prevalent hazards.</p>	Radiation	<p>Exposure to possible sources of ionising radiation during responses to calls at medical care facilities, laboratories, certain industries or some environmental spills.</p>
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**Document information**

<b>Owner</b>	Director, People & Capability
<b>Last reviewed</b>	1 July 2017
<b>Review period</b>	Every second year

Released under the Official Information Act



# Agree on alternative duties during pregnancy

## When to use

Use these steps when a firefighter, officer or executive officer becomes aware she is pregnant to:

- discuss and agree on alternative duties
- arrange parental/maternity leave, if an employee.

## Role

- Pregnant firefighters, officers and executive officers (employee and volunteer)
- Manager, e.g. Assistant/Area Manager, Chief Fire Officer

## Before you begin

Ensure you're familiar with the Pregnancy and operational firefighting (/documents/pregnancy-and-operational-firefighting-policy/) policy.

## Steps

Step	Role	Action
1	Employee or volunteer	<p>Inform your manager or Chief Fire Officer as soon as you become aware that you're pregnant. Advise them of the following:</p> <ul style="list-style-type: none"> <li>• Expected due date.</li> <li>• Preferred alternative duties, if any.</li> </ul> <p><b>Note:</b> Attach medical advice, if this would be helpful to guide the selection of safe alternative duties.</p>

2	<p>Manager or Chief Fire Officer</p>	<p>Meet with the employee or volunteer to discuss and agree on alternative duties.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Refer to the Pregnancy and operational firefighting (/documents/pregnancy-and-operational-firefighting-policy/)policy for factors to consider and ideas for possible alternative duties.</li> <li>• For a career firefighter or officer, discuss whether it's in their interest to temporarily shift to Black Watch.</li> <li>• For an executive officer, discuss what, if any, aspects of their on-call responsibilities they can undertake.</li> </ul> <table border="1" data-bbox="548 703 1416 1375"> <thead> <tr> <th data-bbox="548 703 846 793">If parties...</th> <th data-bbox="846 703 1416 793">then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 793 846 970">agree on the alternative duties</td> <td data-bbox="846 793 1416 970">go to the next step.</td> </tr> <tr> <td data-bbox="548 970 846 1375">can't agree on the alternative duties</td> <td data-bbox="846 970 1416 1375"> <ul style="list-style-type: none"> <li>• each of you need to prepare a submission to outline your view of the dispute and supporting facts</li> <li>• forward the submissions to the Fire Region Manager for a decision</li> <li>• go to the next step.</li> </ul> </td> </tr> </tbody> </table>	If parties...	then...	agree on the alternative duties	go to the next step.	can't agree on the alternative duties	<ul style="list-style-type: none"> <li>• each of you need to prepare a submission to outline your view of the dispute and supporting facts</li> <li>• forward the submissions to the Fire Region Manager for a decision</li> <li>• go to the next step.</li> </ul>
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3	<p>Manager</p>	<p>Arrange operational cover for the period the firefighter or officer is on alternative duties, and for the period of granted leave.</p>						
4	<p>Employee</p>	<ul style="list-style-type: none"> <li>• Apply for parental leave at least three months before the baby is due. See procedure: Apply for leave (/how-do-i/leave-pay-and-recognition/apply-for-leave/).</li> <li>• Order a maternity uniform, if required. See: Maternity uniform order form (/documents/n2-1d-fm-maternity-uniform-order-form/).</li> </ul>						

5	Manager	<ul style="list-style-type: none"> <li>Grant parental leave. See template: Grant parental leave letter (/documents/grant-parental-leave-letter-template/).</li> <li>Forward the <i>Application for parental or paternity leave form</i> and supporting documentation to Payroll to process.</li> <li>Approve any maternity uniform request.</li> </ul>
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## What happens next?

Role	Action
Employee or volunteer	Let your manager or Chief Fire Officer know of any: <ul style="list-style-type: none"> <li>issues that arise when performing the alternative duties</li> <li>change in your circumstances</li> <li>need to change your leave arrangements.</li> </ul>
Manager or Chief Fire Officer	Monitors the health and safety risks and consult with the employee or volunteer on any: <ul style="list-style-type: none"> <li>changes to alternative duties</li> <li>requirement to start parental leave early.</li> </ul>
Payroll	Enters the employee's parental leave into the HRMIS and payroll system. This includes sending the completed <i>IR paid parental leave application form</i> to Inland Revenue.

### DOCUMENT INFORMATION

Owner	Last reviewed	Review cycle
Director, People & Capability	01/07/2017	Every second year

### RECORD OF AMENDMENTS

Date	Brief description of amendment
01/07/2017	Reviewed but not amended for Fire and Emergency
01/07/2017	Reviewed but not amended for Fire and Emergency
01/07/2017	Reviewed but not amended for Fire and Emergency

For help or feedback, please contact the [web.team@fireandemergency.nz](mailto:web.team@fireandemergency.nz)

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## RELATED INFORMATION

### Policy


Pregnancy and operational firefighting (</documents/pregnancy-and-operational-firefighting-policy/>)

### Procedure

Apply for leave (</how-do-i/leave-pay-and-recognition/apply-for-leave/>)

### Reference

Government parental leave information (<https://www.employment.govt.nz/leave-and-holidays/parental-leave/>)

 NZPFU collective employment agreement (<http://fireportal.fire.org.nz/site/Employment-Relations/Employment%20Agreements/NZFS%20NZPFU%20CEA%201%20July%202015%20-%2030%20June%202018%20Final%20signed%20document.pdf>)

Pregnancy health and safety information (</documents/pregnancy-health-and-safety-information/>)

### Forms & tools

Application for parental or paternity leave form (</documents/application-for-parental-or-paternity-leave-form/>)

IR880 paid parental leave application form (<http://www.ird.govt.nz/forms-guides/number/forms-800-899/ir880-form-paid-parental-leave-app.html>)

IR881 paid parental leave transfer form (<http://www.ird.govt.nz/forms-guides/number/forms-800->

[899/ir881-form-parental-leave-trnsfr.html](#))

[Grant parental leave letter \(/documents/grant-parental-leave-letter-template/\)](#)

[Maternity uniform order \(N2-1d FM\) \(/documents/n2-1d-fm-maternity-uniform-order-form/\)](#)

## **Systems**

SMS (<http://sms.fire.org.nz/>)

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## **WHO TO CONTACT**

[HR Business Partner \(/national-teams/people-and-capability/\)](#)

Last modified: 19th February 2019

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# Apply for leave

## When to use

Use this step to apply for paid or unpaid leave.

**Note:** If you can't attend work due to sickness, injury, or the ill health of a family member, call your manager or officer.

## Role

Employee

## Before you begin

Check your employment agreement for your leave entitlements and contractual obligations, as required.

## Step

Determine the type of leave and submit request:

Leave type	Action
Annual holidays	Complete application in Home Base or SMS.
Jury service	Discuss with your manager and either complete the Application for unpaid leave form (/documents/application-for-unpaid-leave-form/) or apply for paid special leave.
Leave without pay	Discuss with your manager and complete the Application for unpaid leave form (/documents/application-for-unpaid-leave-form/). <b>Note:</b> The manager must get approval advice from the HR Business Partner.

Long service leave	Complete application in Home Base or SMS.
Military	Complete the Application for unpaid leave form (/documents/application-for-unpaid-leave-form/).
Parental	<p>Complete and send the following documents to your manager:</p> <ul style="list-style-type: none"> <li>• Application for parental or paternity leave form (/documents/application-for-parental-or-paternity-leave-form/)</li> <li>• IR880 paid parental leave application form <a href="#">↗</a></li> <li>• Certificate from your doctor or midwife</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You'll need to apply: <ul style="list-style-type: none"> <li>◦ at least three months before the baby is due</li> <li>◦ within 14 days of confirmation that you're going to adopt.</li> </ul> </li> <li>• If you're a firefighter, officer or executive officer, contact your manager as soon as practicable to discuss and agree on alternative duties. See procedure: Agree on alternative duties during pregnancy (/how-do-i/safety-health-and-wellbeing/agree-on-alternative-duties-during-pregnancy/).</li> <li>• If you wish to use any annual leave before starting parental leave, submit the leave request in Home Base or SMS.</li> <li>• For more information about parental leave, see: Grant parental leave letter (/documents/grant-parental-leave-letter-template/) and Government parental leave information <a href="#">↗</a>.</li> </ul>



Paternity	<p>Complete and send the following documents to your manager:</p> <ul style="list-style-type: none"> <li>• Application for parental or paternity leave form (/documents/application-for-parental-or-paternity-leave-form/)</li> <li>• Medical certificate confirming spouse's or partner's due date.</li> </ul> <p><b>Note:</b> You should apply at least three months in advance of leave.</p>
Sporting or cultural	<p>Submit your leave request in writing to your manager. Attach a statement from the national body confirming your selection, together with details of any monetary payment to be made to you and your family.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Refer to the <i>NZPFU collective agreement</i> or the <i>Leave guide</i> for criteria and provisions.</li> <li>• Final approval may only be granted by the Chief Executive.</li> </ul>
Study leave	<p>See policy: Tertiary study (/documents/polhr6-13-tertiary-study-policy/).</p>
Tangihanga/bereavement	<p>Contact your manager as soon as possible. Give them:</p> <ul style="list-style-type: none"> <li>• details of who has died and their relationship to you</li> <li>• an estimate of how much time off may be required.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You don't have to use bereavement leave immediately, or on consecutive days.</li> <li>• You may be requested to provide evidence of bereavement.</li> </ul>

## What happens next?

Your manager assesses your request in consultation with any other decision-maker.

### DOCUMENT INFORMATION

Owner	Last reviewed	Review cycle
Director, People & Capability	29/11/2018	Yearly

## RECORD OF AMENDMENTS

Date	Brief description of amendment
29/11/2018	Updated link to FECA CEA agreement
29/11/2018	Updated link to FECA CEA agreement
29/11/2018	Update CEA agreements

For help or feedback, please contact the [web.team@fireandemergency.nz](mailto:web.team@fireandemergency.nz)

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## RELATED INFORMATION

### References

Government holiday and leave information (<https://www.employment.govt.nz/leave-and-holidays/>)

Government parental leave information (<https://www.employment.govt.nz/leave-and-holidays/parental-leave/>)

Leave guide (</documents/leave-guide/>)

### Collective employment agreements

NZPFU CEA (</documents/fenz-nzpfu-cea-1-july-2018-30-june-2021-signed/>)

PSA CEA (</documents/psa-cea-2018-2020-signed/>)

FECA CEA (</documents/fenz-feca-cea-1-april-2018-31-march-2021/>)

### Forms & tools

[Application for parental or paternity leave form \(/documents/application-for-parental-or-paternity-leave-form/\)](/documents/application-for-parental-or-paternity-leave-form/)

[Grant parental leave letter \(/documents/grant-parental-leave-letter-template/\)](/documents/grant-parental-leave-letter-template/)

[IR880 paid parental leave application form \(http://www.ird.govt.nz/forms-guides/number/forms-800-899/ir880-form-paid-parental-leave-app.html\)](http://www.ird.govt.nz/forms-guides/number/forms-800-899/ir880-form-paid-parental-leave-app.html)

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[Application for unpaid leave form \(/documents/application-for-unpaid-leave-form/\)](/documents/application-for-unpaid-leave-form/)

[Grant leave without pay letter \(/documents/grant-leave-without-pay-letter-template/\)](/documents/grant-leave-without-pay-letter-template/)

## References

[Human resources delegations schedule \(/documents/human-resources-delegations/\)](/documents/human-resources-delegations/)

## Systems

[Home Base \(https://homebase.fireandemergency.nz/\)](https://homebase.fireandemergency.nz/)

[SMS \(https://sms.fireandemergency.nz/\)](https://sms.fireandemergency.nz/)

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## WHO TO CONTACT

Your manager

[HR Business Partner \(/national-teams/people-and-capability/\)](/national-teams/people-and-capability/)

Last modified: 17th April 2019