

13 August 2019

Dear [REDACTED]

### Official Information Act Request

Thank you for your request of 24 July 2019, under the Official Information Act 1982, for the following information:

*Leave Entitlement by leave type ideally for the last year or the latest year available. If you could please provide the following: How many days of each leave type do you provide to your employees? (AL, Sick leave, Any special leave etc.) Can staff purchase additional leave? If yes, how many days? Do you offer extra days (council days etc) as a compensation for Christmas shutdown period? If yes, how many days?*

Leave entitlements are set out below as requested:

- Annual Leave – 20 days however entitlement increases to 22 days per year after 3 years' service
- Sick leave – 10 days
- Domestic leave - 5 days
- Bereavement leave and Domestic Violence Leave in line with the legislation
- Special leave – approved on a case by case basis.

Staff can purchase up to 10 days annual leave on an annual basis.

NZQA offers three days to be taken between the Christmas and New Year period.

As part of the commitment to open and transparent government, NZQA is proactively releasing responses to Official Information Act requests which are of public interest. NZQA will be publishing its response to your request on its website on 27 September 2019. Your name and contact details will be removed before publication.

If you require further assistance or believe we have misinterpreted your request, please contact [REDACTED] in the Office of the Chief Executive, email [REDACTED]@nzqa.govt.nz or telephone (04) 463 [REDACTED]

If you are dissatisfied with our response, you have the right, under section 28(3) of the Official Information Act 1982, to lodge a complaint with the Office of the Ombudsman at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz). You can also telephone 0800 802 502 or write to the Ombudsman at PO Box 10152, Wellington, 6143.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Daryn Bean'.

Dr Daryn Bean  
Acting Chief Executive