

13 December 2016

Mr Julian Little  
 fyi-request-4968-8aaed1b5@requests.fyi.org.nz

Dear Mr Little,

Thank you for your request made under the Official Information Act 1982, received on 16 November 2016. You requested the following information, which I have numbered for ease of reference:

1. ... a copy of the employment contract for all IRD staff
2. ... the number of sick days IRD staff are entitled to per annum
3. ... whether a medical certificate is required for sick leave, and if so, where this requirement is located in their employment contract.

I will respond to each question in turn.

### Question one

Inland Revenue has six current employment agreements covering staff. These are listed below and attached to this response.

Item	Date	Document description	Decision
1	Signed 22 August 2015	PSA and Taxpro Multi Union Collective 034 (MUCA 034)	Released in full
2	Undated	Individual Employment Contract (IEA 2015)	Released in full
3	Signed 4 September 2015	Inland Revenue NUPE Collective Agreement 035 (NUPE)	Released in full
4	Signed 1 May 2007	Individual Employment Contract (PAD) 2007 (PAD IEA)	Released in full
5	June 2007	Standard Terms Employment Agreement (STEA 2007)	Released in full
6	May 2011	Standard Terms Employment Agreement (STEA 2011)	Released in full

### Question two

Employees covered by the following contracts are entitled to 11 days of sick leave per annum in their first two years of employment. They are entitled to 15 days sick leave per annum in subsequent years:

- PSA and Taxpro Multi Union Collective 034 (MUCA 034);
- Individual Employment Contract (IEA 2015);
- Inland Revenue NUPE Collective Agreement 035 (NUPE); and
- Individual Employment Contract (PAD) 2007 (PAD IEA 2007).

Employees covered by the following contracts do not have a specific sick leave limit:

- Standard Terms Employment Agreement (STEA 2007); and
- Standard Terms Employment Agreement (STEA 2011).

### **Question three**

My answer to this question is in respect to all current employment agreements.

Inland Revenue employees may be required to produce a medical certificate if they take fewer than three days sick leave, at Inland Revenue's expense. Whether these three days are working days or consecutive calendar days differs, and is outlined in each agreement.

Employees may be required to produce a medical certificate if they take greater than three days sick leave, at their own expense. Again, whether these three days are working days or consecutive calendar days differs, and is outlined in each agreement.

Under all employment agreements, Inland Revenue employees may also be required to produce a medical certificate for any further sick leave taken once they have used their statutory five day entitlement under the Holidays Act 2003, at the employee's expense.

All requests for medical certificates must follow a discussion between the employee and their people leader.

These requirements are outlined in the agreements as follows;

1. PSA and Taxpro Multi Union Collective 034 (MUCA 034), Clause 6.8.6
2. Individual Employment Contract (IEA 2015), Clause 8.4
3. Inland Revenue NUPE Collective Agreement 035 (NUPE), Clause 6.8.6
4. Individual Employment Contract (PAD) 2007 (PAD IEA), Clause 4.6
5. Standard Terms Employment Agreement (STEA 2011), Clause 4.7
6. Standard Terms Employment Agreement (STEA 2007), Page 5, Personal needs and sickness.

This fully covers the information you requested.

Yours sincerely



Brett Wood

**Workforce Information & Intelligence**

*Encl. PSA and Taxpro Multi Union Collective 034 (MUCA 034)  
Individual Employment Contract (IEA 2015)  
Inland Revenue NUPE Collective Agreement 035 (NUPE)  
Individual Employment Contract (PAD) 2007 (PAD IEA)  
Standard Terms Employment Agreement (STEA 2011)  
Standard Terms Employment Agreement (STEA 2007)*