

## COVID-19 (Coronavirus):

# Employee-related Annual Leave and Pandemic Paid Special Leave Q&As

**Updated 09 April 2020**

### Questions & Answers

| <i>Question</i>  | <i>Response</i>  |
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| Why am I being asked to take one week (up to 5 days) Annual Leave in the two-month period of May and June?     | With the significant impact of Covid-19 we are facing large revenue losses (less money coming in to KiwiRail). Wage and salary payments are a big part of our expenses. We are operating at a reduced level with many services, work and projects suspended. We have also been supporting many staff with paid leave during this period to retain people's jobs. We are asking that everyone plays their part by taking one week's leave to help our financial situation and to help us keep our KiwiRail whanau together. |
| What is the rationale behind everyone being asked to take 5 days (or one week) Annual Leave during May - June? | Since the start of the lockdown period on March 28 through to the end of June, most staff will have accumulated a further week of annual leave. We believe one week is reasonable in this context.   |
| What happens if I don't consent to take this leave?  | Unfortunately, because of our situation we may need to provide you with notice as per the provisions of Section 19 of the Holidays Act which allows an employer to book annual leave when agreement is unable to be reached. We are hoping we do not need to invoke this lawful action.  |
| I work part time do I also need to take 5 days leave?  | You will be asked to take the equivalent of a week's leave (for instance if you work 3 days a week – we will ask that you take 3 days leave)   |
| I don't have five days of annual leave so does this apply to me?   | No this does not apply to you. However, if you would like to take some annual leave during this time please discuss this with your manager.  |
| Can I take more than 5 days annual leave?  | Your manager will be needing to plan leave scheduling across your team over May and June for all staff who have consented to take one week (up to 5 days) annual leave. If you would like to take more than this amount please discuss this with your manager.   |
| If I consent to taking 5 days annual leave can I also cash up 5 days leave?                                    | No. Cashing up of annual leave is not being approved in relation to this request.  |
| I've already got leave booked between now and end of June, can   | If you already have a minimum of one weeks' leave booked and approved during May and June then you can   |

| <b>Question</b>  | <b>Response</b>   |
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| I just stick with that plan or am I being asked to take more leave?  | stick with that plan. Please talk to your manager about this.   |
| I've recently taken annual leave during the lockdown do I have to take the one week?   | We are asking all staff to take one week (up to 5 days) of annual leave in the two-month period of May and June.  |
| Will KiwiRail require me to take additional annual leave if I agree to the 5 days requested?   | KiwiRail may require employees to take additional annual leave but we will focus on those with higher leave balances first.   |
| My leave balance is currently in deficit. Am I required to take a weeks' leave which would put me further in deficit?  | Employees who are currently in leave deficit are not being asked to take further leave through May and June.  |
| I hear KiwiRail is providing a further period of Pandemic Paid Special Leave (PPSL) for the period of 23 April to 1 May. If this applies to me, how will this be paid? | For this period, you would be paid your Relevant Daily Pay, that is, what you can expect to have been earning had you been working your rostered hours that week. You just won't be able to claim expenses that have not been outlaid or be paid for overtime not worked.   |
| Does Pandemic Paid Special Leave have to be taken in one block or can I split it up?   | As with the previous period the Pandemic Paid Special Leave has been provided to staff not required to work during the national lockdown. These employees are effectively on standby / on call and should they be required to come into work during this time, this will be recorded as worked hours. There is no ability to split this leave or extend the timeframe over which this leave can be taken. |
| Is KiwiRail applying for the Government Wage Subsidy?  | We are in discussions with Government over whether we proceed with a wage subsidy application, noting we have been impacted by significant revenue decreases and will update further on this.   |