



The Human Resources Specialists

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HR KNOWHOW
WHAT'S NEW

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Mobile Phone Road Safety

From 1 November 2009 it will be illegal to drive while talking on a mobile phone without using a hands-free device, and to text / pixt while driving. Infringements for non compliance will be an \$80 fine and 20 demerit points.

We will be contacting our clients who we have prepared policies on motor vehicle use to ascertain if they would like us to update their policy.

Meal and Rest Breaks

The Meal and Rest Breaks legislation that came into effect 1 April 2009 may be amended to allow flexibility around breaks. Labour Minister Kate Wilkinson has said that the new legislation may cause disruptions for airlines with airport control towers closing down to take breaks, which in turn may cause cancellation of flights. Pharmacies, schools, meatworks and sole attendant operators have also raised concerns over the new legislation and its prescribed requirements. We will keep you up to date if an amendment is introduced regarding the meal and rest breaks.

Closedown Requirements

With Christmas approaching, there is a need to start planning annual leave and advising staff of the requirement to take annual leave over the Christmas/New Year closedown. Where a Company closes down over the Christmas period an employer can require employees to take annual leave at this time. Employers must give employees 14 days notice of such requirement and we advise that this should be in writing.

For those employees who do not have an annual leave entitlement at the time of the closedown (i.e. have not worked for a continuous period of 12 months) the employer must pay the employee 8% of his/her gross earnings since the commencement of the employee's employment, or may advance the employee

annual leave at it's discretion.

Please note that where Public Holidays fall during an annual closedown they are treated as paid Public Holidays.

Memo re Closedown / Annual Leave Calculations

We can assist you with your obligations re notifying staff of the closedown, and we can help you with annual leave calculations.

If you have any queries relating to the matters outlined in our Newsletter, or would like assistance with preparation of a Closedown Memo, annual leave calculations or a Policy and Procedures Manual please call us on 09 377 9891 or email kh@knowhow.co.nz.

Referrals

We are very grateful to our clients who provide us with referrals and it is a key part of our business growth. If you know of a business owner or manager who needs expert HR advice we hope you will consider referring them to us.

Kind regards

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The Human Resources Specialists

We provide advice and hands on support for all your Human Resource management needs

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