

## Clause 27

### 27.0 Bereavement / Tangihanga Leave

27.1 An employer shall approve special bereavement leave on pay for an employee to discharge any obligation and/or to pay respects to a deceased person with whom the employee has had a close association.

Bereavement shall include miscarriage or still-birth as per s.69(2)(c-d) of the Holidays Act 2003.

Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga (or its equivalent) or attending hura kōhatu /unveiling. The length of time off shall be at the discretion of the employer.

27.2 If a bereavement occurs while an employee is absent on annual leave, sick leave on pay, or other special leave on pay, such leave may be interrupted and bereavement leave granted in terms of 27.1 above. This provision will not apply if the employee is on leave without pay.

27.3 In granting time off therefore, and for how long, the employer must administer these provisions in a culturally sensitive manner.

27.4 An RMO who has suffered a bereavement and considers they require further support to return to work should raise this with their service. Such support could include further paid or unpaid leave, and/or counselling/EAP support.

### Overview – Application

Special bereavement leave on pay may be granted for an employee to discharge any obligation and/or to pay respects to a deceased person with whom the employee has had a close association. In granting time off therefore, and for how long, the employer must administer these provisions in a culturally sensitive manner.

### SNEF Project Outcomes – Senior Registrar Leave

#### Background

During STONZ and DHB bargaining in November 2020, access to leave and leave cover for Senior Registrars was identified as a priority area requiring further review. It was noted that Senior Registrars are often required to swap their on call /after-hours shifts in order to take leave as it is difficult to provide a reliever due to the level and nature of their work.

A project was established to understand how leave is accessed and covered for RMOs and to develop recommendations to support a consistent and transparent approach enabling access to, and management of leave for this group.

As an outcome from this project a guide for Registrars who take on the roster writing and leave management role was developed. This included updates to the RMO roster and relief review and improvement framework to capture some of the challenges for services without relief roles and to include best practice guidelines and relief models to mitigate some of these challenges.

#### Purpose of the Roster Writing and Leave Management Guide for Registrars

The guide has been developed to ensure Registrars in the roster writing and leave management role have access to the required resources and that there are appropriate processes in place to support and maximise leave access. The guide may also be useful for induction of new RMO unit staff or other staff who take on the roster writing and leave management role within the service.

The guide and updated RMO roster and relief review and improvement framework were released nationally on 19 July 2022. This included recommendations around next steps for Districts.

## Linked Clauses

- The clauses that form part of the Roster Writing and Leave Management Guide for Registrars are;
- Clause 4 Hours of work and Rostering
- Clause 7 Medical Education
- Clause 8 Conference Leave
- Clause 9 Employment relations education leave and union leave
- Clause 16 and Appendix 2 Relief Management
- Clause 17 Limits on hours
- Clause 21 Cover for leave
- Clause 25 Annual leave and Appendix 3 Best Practice Leave Allocation Guidelines
- Clause 26 Sick leave
- Clause 27 Bereavement / Tangihanga leave

The guide is available under the “*Resources for Registrars Writing Rosters and Managing Leave*” section of the National Manual.

## Frequently Asked Questions (FAQs)

1. When is bereavement leave granted?
  - Bereavement leave is granted to allow an employee to carry out any obligation and/or to pay respects to a deceased person with whom the employee had a close association such as grandparent, grandchild, spouse or partner’s parent, child, sibling, parent, or spouse or partner.
2. How much time can I take off for a bereavement?
  - The amount of leave granted is discretionary; this means that the amount of leave approved may be more than the statutory requirement entitlements in the Holidays Act. Check your DHB policy information for this.
3. Is bereavement / tangihanga leave paid?
  - Yes, RMOs are entitled to bereavement leave on pay.
4. Do I need to provide any supporting information?
  - On occasion you may be required to provide supporting information. you will need to check your DHB policy on this.
5. What if an RMO is on leave and a bereavement occurs?
  - If the RMO is on annual, sick or other special leave on pay this leave may be interrupted and bereavement leave granted. If the RMO is on LWOP then bereavement leave is not granted.
6. Can I take bereavement leave prior to someone dying?
  - No. Discuss this with your DHB and you may be granted another form of paid leave (e.g. annual or sick leave) or discretionary leave.
7. Where I have concerns about my fitness to return to work following a bereavement who should I contact if I require further support?
  - You should raise any need for additional support with the DHB, this will be via the RMO Unit who will liaise with the service, or with the Service directly where they provide their own RMO administration outside of the RMO Unit. Such support could include further paid or unpaid leave, and / or counselling / EAP support.

## Comparison STONZ and NZRDA MECAs

Bereavement / tangihanga leave is discretionary under both the STONZ MECA and NZRDA MECA.

## Forms, Templates and Other Resources

The following resource forms part of clause 27.0 Bereavement / Tangihanga Leave. The guide is available on the website where the National Manual is hosted under the “Resources for Registrars Writing Rosters and Managing Leave” section.

Resource	Comment
Roster Writing and Leave Management – Guide for Registrars	<p>This document has been developed to ensure Registrars in the roster writing and leave management role have access to the required resources and that there are appropriate processes in place to support and maximise leave access.</p> <p>While this guide has been developed for Registrars who take on the roster writing and leave management role, content may also be useful for induction of new RMO unit staff or other staff who take on the roster writing and leave management role.</p>