



Public Holiday Entitlements: Days in Lieu (*Alternative Holiday*)

The Holidays Act 2003 provides that an employee is entitled to another day's holiday if a public holiday falls on a day that would otherwise be a working day for the employee and the employee works on any part of that day. This is usually called a **day in lieu** or an **alternative holiday**.

What this means is, if you work on a public holiday and it's a day you would normally work, you'll get a paid day off you can take later; regardless of how many hours you worked. This includes if you only worked part of a shift or were on call (*i.e. you had to stay at home to monitor your email regularly*), or called in.

You wouldn't qualify to get a day in lieu if you wouldn't usually have worked that day, you only work on public holidays and/or you were on call but didn't have to do anything.

If the public holiday falls on a Saturday or Sunday those holidays will be transferred to the following Monday or Tuesday for those employees who **do not usually work** on a Saturday or Sunday. Employees **who usually work** on Saturday or Sunday will observe the public holiday when it falls.

As an employee you can choose when you want to take your day off, however you will require your employers consent and agreement. If you can't agree on a day, your employer may choose one for you. The employer can't take your day in lieu away.

Alternatively, you may switch your day in lieu for an extra day's pay if you haven't taken it within 12 months as long as your employer has agreed to it. If your employer doesn't agree they can choose which day you can take off.

In either case, your employer will have to give you at least 14 days' notice before the day.

As this is only a guide, it should not be used as a substitute for professional advice. Should you wish to find out more, please give us a call on **0800 72 97 97** and one of our consultants will be pleased to assist.

Returning To Work After Parental Leave

Having a new baby can be both an exciting and a challenging time. There are lots of decisions to be made, including how much time to take off work, and when or whether to return to work.

As an employee, you should inform your employer as early as possible about whether you will be returning to work, returning early or not returning from parental leave. Not only does this show courtesy to your employer, you are also legally obliged to inform your employer of your decision at least **21 days** in advance.

Not Returning to Work:

Should you decide not to go back to work at the end of your parental leave, you are obliged to inform your employer in writing at least 21 days before the end of your parental leave. If your employment agreement says you have to give more than 21 days' notice of resignation, then that resignation notice period becomes the notice period you need to give your employer.

If you're on leave and getting parental leave payments and decide not to go back to work, you will still get your parental leave payments.

If you decide not to go back to work at the end of your parental leave, your job ends on the day you started the parental leave, not the day you resign or at the end of any notice period.

This means that any holiday pay you get in your final pay will be based on your last day of work being the day you started parental leave.

Notice of Return:

If your employer has kept your job open and you decide to go back to work after your parental leave, you have to inform your employer in writing at least 21 days before your leave ends and advise them that you intend to return to work.

If your employer was unable to keep your job open while you were on parental leave, you need to inform your employer at least 21 days before the date you'll be available for work. This date becomes the start of your six month period of preference.

Early Return to Work:

If you are on primary carer leave and your employer agrees, you can usually go back to work early or start your preference period early. However, your employer may ask for a medical certificate showing that you have been cleared and fit to return to work prior to agreeing to you coming back early.

Employment New Zealand has further information on early return to work and on ways to manage an employee's return to work.

If you wish to find out more, follow this link: <https://www.employment.govt.nz/leave-and-holidays/parental-leave/returning-to-work/>

Client Testimonial: Discoveries Educare

Discoveries Educare was established in 2009 by Rippan Sandhu, a qualified teacher and dedicated mother of two herself. Her experience in Montessori Education and New Zealand Early Childcare practice has led to the creation of Discoveries Educare, enabling her to put her passion into practice.

Discoveries Educare programme syllabus is in line with the principles of the Government's Early Childhood Curriculum. Their philosophy is to provide a secure, caring and nurturing environment so children have the opportunity to grow with a serene and cheerful mind. Nothing is more important to a child's development than time.

Over the years, her vision has expanded to 9 centres and a home based childcare service with over 80 staff. Today, Discoveries Educare has the capacity to cater to the needs of almost 300 children.

At Datacom, we understand that time is a precious and scarce commodity. We know that it is typical in small organisations to be managed and operated by the owner with little specialist help.

NetPay is Datacom's simplified cloud based payroll application specifically designed to cater for small-to-medium sized businesses. It is secure, cost effective, dependable and simple to use. All you need is access to the internet and you can manage your staff wages and payroll. Having the best and most qualified staff would be meaningless unless they can find the time to spend educating children.

Your payroll is only as complicated as you want it to be. With NetPay, paying your staff is simple. Give us a call on **0800 72 97 97** to speak to one of our consultants.

"I have been with the NetPay for the last six years and since joining I have been very pleased with the outcome, it has made the whole payroll process very easy and streamlined. The system is easy to use with their fantastic helpdesk who is always willing to lend support or at time walk you through the whole process or if I feel stuck.

Since then I have brought my other business to NetPay. The system is user friendly, professional and supportive helpdesk. The NetPay HelpDesk Team has been fantastic and has made the daunting task very easy for me. Thanks NetPay and Team!"
- Rippan Sandhu (Owner, Discoveries Educare)

Single Touch Payroll (STP)

What is STP?

Single Touch Payroll (STP) is a change in reporting required by the Australian Tax Office (ATO). Employers will be required to report payments such as salaries and wages, pay as you go (PAYG) withholding and super information to the ATO **each time they pay their employees**.

It will simplify reporting to the ATO as employers can do the reporting directly from their payroll software **at the same time as they pay their employees**.

What are the timeframes for STP?

STP will be compulsory from 1 July 2018 for employers who employ **over 20 staff** (staff numbers will be determined as at 1 April 2018). The Australian Government has announced that it intends to expand STP to employers with 19 or less employees from 1 July 2019.

Why STP?

STP will provide the ATO with payment, super and tax information on a more frequent and timely basis, allowing them to more quickly identify potential under or overpayment issues that in turn will enable the ATO to provide more accurate support and services to tax payers.

What are the implications of STP?

From 1 July 2018, large employers will need STP-compliant payroll software, or another mechanism to report to the ATO every time they pay their employees. This may involve additional cost for employers, particularly those that do not currently use software based payroll systems. The introduction of STP is an opportunity for employers to review and improve internal payroll processes.

There are benefits too, as at the end of the financial year employers won't need to complete payment summaries for their employees as the payroll information would have been reported to the ATO in real time throughout the year.

Smaller employers (*less than 20*) have a grace period until 1 July 2019. By then they will need to have the ability to send the payroll-related information to the ATO each time they pay their employees through STP enabled payroll software or through some as yet unannounced alternative mechanism for those that do not have or can not access a software solution.

What is Datacom doing about STP?

STP will provide the ATO with payment, super and tax information on a more frequent and timely. We're updating our DataPay solution to ensure it complies with the needs of STP.

DataPay will allow the user to lodge the STP payrun reports within the timeframes specified after running the payroll. This will be scheduled, but can be manually initiated. DataPay will produce the SBR2 reports and lodge with the ATO directly.

Will DataPay allow for the electronic lodgement of TFN Declarations directly to the ATO?

Yes, we're incorporating this functionality into our STP solution.

Will you charge more for the STP functionality?

At this point there is no plan to charge any additional fees for STP functionality as part of our ongoing development work to ensure that DataPay remains compliant with legislation.

You can find out more on the ATO website: <https://www.ato.gov.au>

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your business, call:

0800 72 97 97

We'll discuss what will suit
your needs - big or small.

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