

Statutory holiday, sick leave and bereavement leave - business setup, employee setup and coding of timesheets - for horticulture

The components that need to be in place to ensure Team Members are paid correctly for a statutory holiday:

- Ensure the General setup for your business is correct
 - so the correct options are available for all your Team Members
- Ensure the correct Statutory holiday option is selected for each Team Member
 - (SHO, SL, and BL Basis)
- Ensure the correct Timesheet codes and hours are entered
 - (as per the attached Statutory Holiday Payment Matrix)

General setup for your Business - Initial one-off setup

Setting the statutory holiday, sick leave and bereavement leave basis for the business

1. Click on *Setup*, then click on *Simple Setup*
[show all](#) | [hide all](#) | [highlight important fields](#) | [simple setup](#)
2. Scroll down to the heading *Remuneration Type SHO, SL and BL Basis* and select your default basis for each of the three remuneration types. Below is just an example. Please select the basis that is appropriate for your business.

Remuneration Type Default SHO, SL and BR Basis

Salary :	Maximum of Average and Relevant ▼
Wages :	Maximum of Average and Relevant ▼
Per Unit :	Maximum of Average and Relevant ▼

The above setting allows you to be able to automatically assign the correct payment basis for each Team Member when they are set up in Agrismart.

Statutory Holiday option for each Employee - Initial one-off setup

Setting the statutory holiday, sick leave and bereavement leave basis for each Team Member

1. Hover on *Setup*, and click on *Team Manager*, select a team member by clicking on their name
2. In team Manager – click on the *Employment Details* Tab

3. Scroll down to the heading *SHO, SL and BL Basis* choose the correct payment basis from the following options: (please read further for more information on this)

Average Daily Pay

Relevant Daily Pay

Maximum of Average and Relevant

Explanation of payment options

- Relevant Daily Pay:
The payment will be calculated on the daily contracted hours * hourly Rate
- Average Daily Pay:
The payment will be calculated on the daily average of the last 52 weeks
- Maximum of Average and Relevant:
As the name suggests.

How do you ensure your employees are paid correctly for a public holiday?

- **Relevant Daily Pay** – is calculated by the number of hours entered in the timesheet multiplied by the hourly rate - **Suitable for salaried Employees where they always get paid the same amount each pay period.**
- **Average Daily Pay** – is calculated using the daily average earnings of the previous 52 weeks. - **Suitable for your casual employees where there is no set work pattern**, and the most reasonable option is to pay them on the “Average Daily Basis”.

Note: Irrespective of how many hours are entered in the timesheets, the employee will always be paid the average daily amount. Care needs to be taken when the hours are recorded here, as you do not want the calculated hourly rate to be less than the minimum hourly rate.

- **Maximum of Average and Relevant Daily Pay** - this setting will calculate their pay at the greater of either of the above options. **Suitable for all employee types that are NOT on SALARY or a true CASUAL WORKER (i.e., suitable for most employee types).**

Public holidays / stat days – what are your employees entitled to?

The following policy is in accordance with the MBIE (Ministry of Business, Innovation, and Employment) regulations.

If an employee works on a public holiday (stat day) and they would normally be at work on this day, then they will be paid time and a half for the time worked on that day. They will also be entitled to an alternative holiday day.

For example, Tom worked 8 hours on the Stat Day, he will be paid 8 x 1.5 hours at his regular hourly rate and will be entitled to an “Alternate” Day of Leave.

If an employee does not work on the public holiday (stat day) and they would normally be at work on this day, then they are entitled to be paid for the public holiday on the greater of the Average Daily

Pay (average earnings over last 52 weeks or as far back as your start date if you have worked less than 52 weeks) or their Relevant Daily Pay (daily contracted hours * hourly rate)
(The method of payment depends on how they have been set up as explained above)

Casual Staff:

You first need to determine if the statutory holiday is an otherwise working day (i.e., a day they would normally work).

In AgriSmart we have a report called the **“Statutory Holiday Calculator”** to help as a guide to determine if a Team Member is eligible to be paid for a statutory day.

This report will look back at the same day as the current Statutory Holiday falls on over the last 4 weeks. If a Team Member has worked on the same day as the public holiday on at least 3 out of the 4 weeks, then the statutory day will be classified as an otherwise working day. **You may want to use your own criteria to determine if they are eligible to be paid for that day.**

If a casual team member works on the public holiday:

- **And the day is classified as an otherwise working day, then:**
 - They will be paid at 1.5 times their normal hourly rate for the hours worked.
 - Given that if the day is deemed to be an otherwise working day, they should also be paid at the normal rate for the hours they have worked (in lieu of an alternate day of leave).
 - **They should therefore be paid at 2.5 times their normal hourly rate for the hours they work.**

If a casual team member doesn't work on the public holiday:

- **And the day is classified as an otherwise working day, then**
 - They will be paid on the Average daily Pay basis – which is the daily average of their gross earnings they have worked over the last 52 weeks.
- **And the day is classified as NOT an otherwise working day, then**
 - They will not get paid for that day

For example: If the public holiday is on Monday 28th July. Then the payroll system will look back at the four previous Mondays and calculate the average hours worked over those four Mondays. This will then be used to determine whether an employee is eligible to be paid for a “Statutory Holiday Observed”.

CASUAL STAFF HOURS WORKED

Team Member	Monday 1st July	Monday 8 July	Monday 15 July	Monday 22 July	Eligible to be paid for the Stat day
Tom	8	8	8	8	Yes
Joe	8	0	6	4	Yes
Jane	6	3	5	8	Yes
Sam	2	0	1	0	No (only worked on 2 days)
Sally	0	0	0	0	No

THE CORRECT TIMESHEET CODES AND HOURS - STATUTORY HOLIDAY PAYMENT MATRIX AND CODES IN AGRISMART

FULL-TIME - (wages/piece rates)

Is the statutory holiday an otherwise working day?	Did employee work on that day?	Basis of payment	Amount paid	Alternate holiday	How to enter in Timesheets	Activity code to use
Y	Y	Hours worked	1.5 times	Yes	Record hours worked	SHW
Y	N	Greater of RDP or Average Daily pay	Greater of RDP or Average Daily pay	No	Record contracted hours as per team manager	SH
N	Y	Hours worked	1.5 times	No	Record hours worked	SHW - Special 1.5 <i>This special code will ensure employee is not allocated an alternate day of leave</i>
N	N	Nil	Nil	No	No timesheet entries	NA

PART-TIME - (wages/piece rates)

Is the statutory holiday an otherwise working day?	Did employee work on that day?	Basis of payment	Amount paid	Alternate holiday	How to enter in Timesheets	Activity code to use
Y	Y	Hours worked	1.5 times	Yes	Record hours worked	SHW
Y	N	Greater of RDP or Average Daily pay	Greater of RDP or Average Daily pay	No	Record contracted hours as per team manager	SH
N	Y	Hours worked	1.5 times	No	Record hours worked	SHW - Special 1.5 <i>This special code will ensure employee is not allocated an alternate day of leave</i>
N	N	Nil	Nil	No	No timesheet entries	NA

CASUAL - (holiday pay as you go)

Is the statutory holiday an otherwise working day?	Did employee work on that day?	Basis of payment	Amount paid	Alternate holiday	How to enter in Timesheets	Activity code to use	
Y	<i>Will need to determine using the "Statutory Leave Calculator"</i>	Y	Hours worked	2.5 times if entitled to alternate leave - but not making a provision for Alternate leave	<i>No (because compensated by being paid 2.5 times - 1.5 times for working on Stat day and 1 times for alt day)</i>	Record hours worked	"SHW - Special 2.5"
N	<i>Will need to determine using the "Statutory Leave Calculator"</i>	Y	Hours worked	1.5 times	No	Record hours worked	SHW
Y	<i>Will need to determine using the "Statutory Leave Calculator"</i>	N	Average Daily pay	Average Daily pay	No	Record contracted hours as per team manager	SH
N		N	Nil	Nil	No	No timesheet entries	NA

CASUAL - (holiday pay accrues)

Is the statutory holiday an otherwise working day?	Did employee work on that day?	Basis of payment	Amount paid	Alternate holiday	How to enter in Timesheets	Activity code to use
Y	Y	Hours worked	2.5 times if entitled to alternate leave - but not making a provision for Alternate leave	No <i>(because compensated by being paid 2.5 times - 1.5 times for working on Stat day and 1 times for alt day)</i>	Record hours worked	"SHW - Special 2.5"
N	Y	Hours worked	1.5 times	No	Record hours worked	SHW
Y	N	Average Daily pay	Average Daily pay	No	Record contracted hours as per team manager	SHW – Special 1.5
N	N	Nil	Nil	No	No timesheet entries	NA

FIXED TERM – (holiday as you go)

Is the statutory holiday an otherwise working day?	Did employee work on that day?	Basis of payment	Amount paid	Alternate holiday	How to enter in Timesheets	Activity code to use	
Y	<i>Will need to determine using the "Statutory Leave Calculator"</i>	Y	Hours worked	2.5 times if entitled to alternate leave - but not making a provision for Alternate leave	<i>No (because compensated by being paid 2.5 times - 1.5 times for working on Stat day and 1 times for alt day)</i>	Record hours worked	"SHW - Special 2.5"
N	<i>Will need to determine using the "Statutory Leave Calculator"</i>	Y	Hours worked	1.5 times	No	Record hours worked	SHW
Y	<i>Will need to determine using the "Statutory Leave Calculator"</i>	N	Greater of RDP or Average Daily pay	Greater of RDP or Average Daily pay	No	Record contracted hours as per team manager	SH
N	N	Nil	Nil	Nil	No	No timesheet entries	NA

FIXED TERM – (holiday pay accrues)

Is the statutory holiday an otherwise working day?	Did employee work on that day?	Basis of payment	Amount paid	Alternate holiday	How to enter in Timesheets	Activity code to use	
Y	<i>Will need to determine using the "Statutory Leave Calculator"</i>	Y	Hours worked	1.5 times if entitled to alternate leave - but not making a provision for Alternate leave	Yes	Record hours worked	SHW
N	<i>Will need to determine using the "Statutory Leave Calculator"</i>	Y	Hours worked	1.5 times	No	Record hours worked	SHW – Special 1.5
Y	<i>Will need to determine using the "Statutory Leave Calculator"</i>	N	Greater of RDP or Average Daily pay	Greater of RDP or Average Daily pay	No	Record contracted hours as per team manager	SH
N		N	Nil	Nil	No	No timesheet entries	NA