



26 August 2022

[REDACTED]
[REDACTED]
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Ref: OIA-2022/23-0013

Dear [REDACTED]

Official Information Act request relating to DPMC's Leave Policy

Thank you for your Official Information Act 1982 (the Act) request received on 9 August 2022.

You have requested, with regards to the Department of the Prime Minister and Cabinet's (DPMC) Departmental Days:

- *Who is considered an 'eligible employee' in this policy?*
- *How many days' of Departmental Holidays do eligible employees receive?*
- *When was the number of Departmental Holidays allocated to each eligible employee last increased?*
- *Do any employees receive more than the standard number of Departmental Holidays?*
- *Please indicate the number of employees receiving each number of departmental holidays.*
 - *E.g., 5 days – XX employees, 6 Days – XX employees, 7 Days XX employees etc.*

The Department's Leave Policy applies to all permanent and fixed-term employees employed by DPMC. Departmental Holidays are granted in addition to an eligible employee's annual leave entitlement, but do not apply to any employee whose employment agreement entitles them to an annual leave entitlement of more than 20 days per year. The entitlement to Departmental Holiday days is instead of offering a fifth week of annual leave. Entitlements are set out in each employee's Individual Employment Agreement (IEA).

Any employee who would not normally work on a day of the week identified as a Departmental Holiday is not eligible for the Departmental Holiday entitlement for those days.

Eligible employees are entitled to up to five days paid Departmental Holiday days, typically during the period between Christmas and New Year. Any employee who is not eligible for this entitlement will be required to request annual leave during that period.

No employees receive more than the standard number of Departmental Holidays in their Individual Employment Agreement. As at 30 June 2022, there were 279 DPMC employees and 126 National Emergency Management Agency employees entitled to receive Departmental Holidays as set out in their IEA.

In recognition of the further demands on staff during the past two very challenging years as DPMC responded to COVID-19, the Executive Leadership Team decided to add an additional Departmental Day in 2022. As such, eligible employees are entitled up to six days' paid holiday during the Christmas and New Year period this year.

This response will be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



Catherine Delore
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