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LEAVE MANAGEMENT – Balance Confirmation Piloting in Wellington

19 May 2015



Tēnā koe

Recently you received an email from the Ministry of Education regarding the upcoming changes to leave management (a copy of this email is provided below). You will note in the email that in addition to system improvements and new reporting, there will be a final step where the Ministry will engage with schools to provide them with the opportunity to make any final adjustments to employee leave balances. This activity will commence for all schools in August this year.

However, prior to engaging with all schools, the Ministry want to test the balance confirmation process first, as a pilot. This pilot will finalise their approach and confirm the type of support schools will require.

The Ministry are seeking around 20 Wellington schools to undertake this balance confirmation process early. They have identified a set of schools that meet their requirements for a representative mix of school type and size. This will ensure the pilot covers the majority of situations that may occur. Your school has been selected as one of these and we invite you to get involved.

By signing up for the pilot, your school has the opportunity to take part in the leave balance confirmation process before other schools. You'll be directly involved in testing the process and can provide feedback and suggestions so the balance confirmation exercise goes as smoothly as possible once rolled out to all schools.

This is an important exercise that all schools will participate in and will result in schools having correct sick and annual leave balances for their staff. Leave balances in NOL and on payslips will be aligned and leave liability reporting will be simplified.

The key dates for each step of the pilot are:

- Balance confirmation process guidelines available from 22 June
- Balance confirmation training (accessible remotely from school) – 24 June
- Guidelines and training feedback session (Ministry offices) – 25 June (11:00am-1:00pm)
- Confirmation process runs from 25 June to 27 July (allowing for the school holidays during this time)
- Feedback session (Ministry offices) – 21 July (1-3pm)

I would encourage you to take this opportunity to participate early in the leave management changes. Please RSVP by Friday 22 May to Leone Purvis, Leave Programme Manager at Leone.Purvis@minedu.govt.nz. Leone will then provide you with more information on the pilot steps and timing. Leone is also very happy for you to contact her with any questions you may have about the pilot.

Noho ora mai ra

Denise Torrey
NZPF National President
denise@nzpf.ac.nz

Leave email to principals – sent Friday 15 May

Dear Principal

We know that managing employee leave has been an issue for schools since before Novopay go-live and we thank you for your ongoing patience. We're now in the position to address some leave related issues as part of our ongoing programme of improvements and we ask for your support as we do this.

Over the next few months we are implementing some leave management changes to sick and annual leave. This includes system improvements, new reporting and guidelines, and training in leave management.

The first step is to improve the leave entitlements functionality in the Novopay system and correct related data issues. As we implement these changes during May and June, employees may notice their sick leave balance fluctuate on their payslip. Authorised users will also notice employee leave balances changing in Novopay Online. These changes are planned and there is no action to take at this time.

The data corrections and system improvements will correct most leave balances. During June and July outstanding leave tickets that were awaiting the system changes, will be actioned. Authorised users and employees may again see changes to balances as these outstanding leave bookings are processed.

As a final step, we want to engage with you to confirm that your employees' leave balances are now correct and provide you with the opportunity to make any final adjustments. This is planned to commence in August. We will provide more information on this, the new reporting and the planned leave management training, in the coming weeks.

In the meantime, I ask you to let staff know that while they may see sick leave balances change on their payslips, these changes are to be expected and no action is required from employees during this time. We will update you further within the next month.

Thank you again for your patience and support as we complete this work.

Regards
Cathy Magiannis

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We get the job done *Ka oti i a mātou ngā mahi*

We are respectful, we listen, we learn *He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou*

We back ourselves and others to win *Ka manawanui ki a mātou, me ētahi ake kia wīkitoria*

We work together for maximum impact *Ka mahi ngātahi mō te tukinga nui tonu*

Great results are our bottom line *Ko ngā huanga tino pai ā mātou whāinga mutunga*



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