

## EMPLOYMENT NEW ZEALAND

# Know your employment rights

### YOUR EMPLOYER CANNOT:



take money out of your pay unless it's reasonable and you agree to it, or it's required by the law, like income tax



make you pay to get or keep your job



demand to keep your passport



make you do a trial period at the start of a new job, unless:

- › it's for 90 days or less
- › it's written in your employment contract, including how long it's for, and
- › you and your employer sign the contract before you start working.

**You and your employer must deal with each other in good faith. This includes being open, honest and responsive towards each other.**

## Free help and information

**We're here to help you.  
All our services are free.**

Visit: **[www.employment.govt.nz](http://www.employment.govt.nz)** for  
employment-related information.

Visit: **[www.employment.govt.nz/minimum-  
rights-translations](http://www.employment.govt.nz/minimum-rights-translations)** for translated information.

Phone: **0800 20 90 20** toll free. We provide  
an interpreting service in 180+ languages.

**You can contact us without giving your name,  
or through another person.**

This is a short guide about some key minimum employment rights. It is not legal advice, and some of these rights can be different depending on what type of employment you have. Visit our website for more information:  
**[www.employment.govt.nz](http://www.employment.govt.nz)**.



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĀKINA WHAKATUTUKI

**Te Kāwanatanga o Aotearoa**  
New Zealand Government

# Employee minimum rights

All employees have minimum employment rights in New Zealand law that cannot be taken away.

**It's important to know your rights!**

## GENERALLY, YOU HAVE THE RIGHT TO:

- ✓ get a written employment contract (agreement)
- ✓ get advice or support from someone you trust before you sign the contract
- ✓ have your contract kept up to date and be given a copy when you ask for it
- ✓ be paid at least the minimum wage if you are 16 years or older
- ✓ get rest and meal breaks, for example, during an 8-hour work period you have the right to:
  - › two 10-minute paid rest breaks, and
  - › one 30-minute unpaid meal break
- ✓ take 12 public holidays off work on full pay if they are days you would normally work
- ✓ get paid 1.5 times your normal pay if you work on a public holiday, plus another day off if it's a day you would normally work
- ✓ get the following paid time off work (leave) after you have worked continuously – or enough hours – for your employer for 6 months:
  - › 10 days of sick leave each year
  - › 3 days of bereavement leave if your spouse or partner, parent, child, sibling, grandparent, grandchild, or your spouse or partner's parent dies. This includes if you, or your spouse or partner, has a stillbirth or miscarriage
  - › 1 day of bereavement leave if someone else dies and your employer accepts that you've had a bereavement
  - › 10 days of family violence leave each year
- ✓ get 4 weeks of paid annual holidays (annual leave) each year after you've worked continuously for your employer for 12 months
- ✓ get parental leave for up to 12 months, and parental leave payments for up to 6 months, to care for a new child if you've worked for long enough
- ✓ ask at any time for flexible working arrangements for up to 2 months to help you deal with the effects of family violence
- ✓ ask to see your work records, for example, how many hours you've worked, and what leave and holidays you've taken and have left
- ✓ be treated fairly if you're at risk of being fired or made redundant and losing your job
- ✓ be protected from unlawful discrimination at work because of something about you like your age, ethnicity, sex, sexual orientation, disability or religious beliefs
- ✓ be protected from adverse treatment (being treated badly or unfairly) because you might be affected by family violence
- ✓ work in a safe workplace with proper training, supervision and equipment
- ✓ join a union if you want to.

