

EMPLOYMENT NEW ZEALAND

Know your employment rights



YOUR EMPLOYER CANNOT:

-  make deductions (take money) from your pay if you don't agree to it, except for deductions set out in law, such as income tax.
-  ask you to pay them for giving you a job.
-  demand to keep your passport.
-  make you do a 90-day trial period at the start of a new job unless all of these conditions are met:
 - › you agree to it first
 - › it's written in your employment contract
 - › the agreement includes the notice period
 - › you both sign it before you start working.

You and your employer must be fair to each other by dealing 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 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 simplified outline only of some key
minimum employment rights. It is not legal
advice. You should visit our website for more
information: www.employment.govt.nz.

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MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

Te Kāwanatanga o Aotearoa
New Zealand Government

Employee minimum rights

All employees have minimum employment rights in New Zealand law that can't be taken away.

It's important to know your rights!

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 updated and a right to 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 get both:
 - › two 10-minute paid rest breaks
 - › 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 rate plus another day off, if you work on a public holiday that is otherwise a normal working day.

- ✓ get paid leave under these circumstances after you have been employed for 6 months or you meet the 'hours worked' test:
 - › 10 days' paid sick leave a year.
 - › up to 3 days' paid bereavement leave on the death of your spouse or partner, parent, child, sibling, grandparent, grandchild, or your spouse or partner's parent
 - › up to one day's paid bereavement leave on the death of a person not included above, if your employer accepts that you have suffered a bereavement with regard to certain defined factors
 - › up to 10 days' paid family violence leave a year.
- ✓ get 4 weeks of paid annual holiday (annual leave) each year, after you've been employed for 12 months.
- ✓ get parental leave for up to 12 months and parental leave payments to care for a new baby if you meet the 6-month or 12-month rule.
- ✓ ask at any time for short-term flexible working arrangements for up to 2 months to help you deal with the effects of family violence.
- ✓ ask your employer for details of your time worked, leave and holiday entitlements.



- ✓ be treated fairly and to a proper process if you lose your job through being fired or made redundant.
- ✓ be protected from unlawful discrimination because of your age, ethnicity, sex, 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.