

Holiday Pay - Refresher Course



This course details the provisions of the Holidays Act 2003 (and its subsequent amendments) concerning annual leave, public holidays, sick and bereavement leave in a practical way, while also highlighting relevant Employment Relations Authority and Employment Court determinations which have interpreted various aspects of the legislation.

Your attendance at this course will ensure that you attain a good working knowledge of the provisions of the Holidays Act 2003 which will enable you to review your workplace practices to ensure compliance with this legislation and to ensure a complete understanding of the respective employer/employee responsibilities and entitlements specified in this Act.

This course is aimed at assisting people who are responsible for the calculation of annual leave and public holidays. This course is also suitable for HR practitioners, managers and owners of businesses.

Course Date: Thursday 19 November 2009 9.00 am to noon

Course Fees: \$295.00 per person plus GST [Includes Comprehensive Notes]

Venue: Conference Room 1, Mancan House Conference Centre (Canterbury Manufacturers Assn)
Corner Cambridge Terrace and Manchester Street, Christchurch.

ENROLMENT INFORMATION:

You will receive confirmation by fax/email no later than 3 working days prior to the course commencing.

Either post or fax this form or email your enrolment details to secure a place. If faxing you may need to copy onto white paper before faxing.

Do not send payment now - invoices will be sent after the seminars.

✉ PO Box 13-780, Christchurch ☎ 03 365 2347 📧 carey@mgz.co.nz

CANCELLATION POLICY:

Cancellations and/or substitutions will accepted as follows:

- Substitutions may occur at any time, please notify as soon as possible.
- Up to 7 days prior cancellations will not incur a penalty.
- 6 - 3 days cancellations will incur a penalty of 50% of the fee.
- 2 or less days prior cancellations will incur a penalty of 100% of the fee.
- No Shows will incur a penalty of 100% of the fee.

Cancellations and/or substitutions must be in writing (fax and/or email acceptable).

ENROLMENT FORM: HOLIDAY PAY SEMINAR 19 NOVEMBER 2009

Name/s of Attendee: _____

Number Attending: _____

Company: _____

Postal address: _____

Telephone: _____ Fax: _____ Email: _____