

LOYALTY LEAVE BENEFIT - WELLBEING

In August 2022, Men at Work introduced the Loyalty Leave incentive as an additional benefit to show appreciation for the loyalty and long-term service of our full-time and part-time employees (those with minimum guaranteed hours).

In addition to the four weeks of annual leave entitlement (in accordance with the NZ Holiday Act 2003), we have introduced Loyalty Leave.

The purpose of this additional leave is for you to take time off during the year to recharge and enhance your general well-being. Ideally, you'll spend this time with family and friends or for personal relaxation, reflecting our company values.

How it works

- Once you have been employed on a full-time contract continuously for a two-year period you will receive an additional two days (16 hours) of loyalty leave. Permanent part-time will be pro rata.
- For every subsequent year, after 2 years of full-time employment with Men at Work, you will earn one additional day (8 hours) of loyalty leave entitlement, for full time employees up to and including a maximum of five additional days (40 hours). For part-time employees the hours will be equivalent to the hours normally worked in a day and in a week, pro rata.
- Continuous full-time employment between 5-10 years will mean you still qualify for the maximum entitlement of five additional loyalty leave days per year. For part-time employees the time will be equivalent to normal hours worked.
- After 10 years continuous full-time you will be given a 2nd additional week loyalty leave, totalling to 80 hours for full time employees, in addition to your legal 4 weeks annual leave as per the Holiday Act 2003. For Part-Time employees the hours will be equivalent to the hours that you work in a 2-week period.

Example of Loyalty Leave for permanent full-time employment with Men at Work			
After Anniversary of employment of:	Hours	Days	\$
2 Year	16	2	current hrly rate
3 year	24	3	current hrly rate
4 year	32	4	current hrly rate
5 year	40	5	current hrly rate
6 -9 year	40	5	current hrly rate
7 year	40	5	current hrly rate
8 year	40	5	current hrly rate
9 year	40	5	current hrly rate
10 year and 10+ year	80	10	current hrly rate

Example of Loyalty Leave for permanent part-time employment with Men at Work			
After Anniversary of employment:	Hours	Days	\$
2 Year	Daily hours	weekly hours X 2	current hrly rate
3 year	Daily hours	weekly hours X 3	current hrly rate
4 year	Daily hours	weekly hours X 4	current hrly rate
5 year	Daily hours	weekly hours X 5	current hrly rate
6 -9 year	Daily hours	weekly hours X 5	current hrly rate
7 year	Daily hours	weekly hours X 5	current hrly rate
8 year	Daily hours	weekly hours X 5	current hrly rate
9 year	Daily hours	weekly hours X 5	current hrly rate
10 year and 10+ year	Daily hours	weekly hours X 10	current hrly rate

Terms and Conditions

1. The loyalty leave may only be used while you're working full time for Men at Work. It **cannot** be used when working out a notice period and **will not be paid out if you leave the company**. The intention is for you to take time off and recharge whilst in the employment of Men at Work.
2. The loyalty leave will not be paid out during disciplinary or other HR processes.
3. The accumulation of loyalty leave will stop when full time employment is interrupted, this could be due to illness, an injury in which time the employee is on ACC or other forms of benefits or income. This will be at the company's discretion.
4. When there are changes to a full-time contract the loyalty leave accumulation will change. For example, if you work a part-time week then the week of loyalty leave will reflect those days or hours.
e.g. if you work 2 days a week for 5 hours per day and you have 1 week loyalty leave, the loyalty leave week will be paid for 10 hours. (pro rata).
5. The leave will be calculated at the employees' **current hourly rate**, a week is **40 hours** and day is **8 hours**, unless you work part-time, the hours will reflect your part time hours for a normal week.
6. **Loyalty hours will not** be paid out during the **Close Down Christmas period**. The intention of loyalty leave is to give employees additional leave during the year to rest and for the general wellbeing of the employee. Any loyalty paid during the Christmas Close down period due to excruciating circumstances is at the discretion of the Directors.
7. Loyalty leave cannot be cashed up.

