

29 July 2025

File Ref: IRC-8705

7(2)(a)

Tēnā koe **7(2)(a)**

Thank you for your email dated 7 July 2025 to Te Kaunihera o Pōneke | Wellington City Council (the Council) requesting the following information:

1. For the last 12 months to 31 March 25:
 - a. Can you please advise the number of employees who applied and were granted the following:
 - i. Discretionary paid leave
 - ii. Discretionary wellness leave
 - iii. Study/exam leave.
 - b. Can you please advise the number of days that were granted the following and the approximate financial value:
 - i. Discretionary paid leave
 - ii. Discretionary wellness leave
 - iii. Study/exam leave.

Your request has been considered under the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Please see the requested information below and notes:

- Leave entitlements are either defined in employment agreements or are outlined in the Council's policies and procedures.
- Different employment agreements have different leave entitlements (e.g, collective agreement compared to individual employment agreements).
- With respect to the leave types requested below:
 - A form of discretionary leave is an entitlement for employees in one of the collective agreements.
 - For other employee's discretionary leave is covered in our policy and procedures, which provide guidance to managers on how to apply this leave.
 - Wellness leave is both a contractual and policy leave entitlement for employees who are seriously ill. These employees could receive their full pay for up to a maximum of three months. If they require a longer time to recover, they could receive a further three months leave at half of their ordinary pay. Both the employment agreements and policy provide further guidance on how this might be applied and the conditions of this leave.

- Of the five employees below who received Wellness Leave Half Pay, four are also include in the 13 employees who received Wellness Leave Full Pay. This makes the total number of individual employees that received Wellness Leave 14.
- Study leave is covered in policy and is either paid or unpaid leave. This may be provided to employees to attend lectures, tutorials, block courses, workshops, or undertake extramural study (distance learning).

Leave Type	Number of Employees (applied & granted)	Number of Days (rounded)	Financial Value (rounded)
Discretionary Leave	236	1,605	\$583,329
Wellness Leave Full Pay*	13	510	\$146,462
Wellness Leave Half Pay*	5	136	\$16,331
Study Leave	47	137	\$45,811

Please note, we may proactively release our response to your request with your personal information removed.

If you require further information, please contact official.information@wcc.govt.nz.

Nāku noa, nā

Asha Harry
Official Information & Privacy
Wellington City Council