



MONDAYISED PUBLIC HOLIDAYS

Easy to follow
Employment New
Zealand Flow Chart
attached.

Read our Fact Sheet
and let us know if you
have any queries.



HOW DO MONDAYISED PUBLIC HOLIDAYS WORK

Mondayised public holidays, meaning where the calendar date of the Public Holiday falls on the weekend, is when the holiday is transferred to the nearest Monday to make it a long weekend.

This can be tricky to figure out for your payroll.

The first thing to keep in mind is that the following Monday (and Tuesday on some occasions) becomes the **observed** holiday. It is a good idea to be thinking about your roster in advance of any upcoming public holidays.

Identifying Public Holiday entitlement dates

It can be difficult to identify which date your employee should receive their public holiday entitlement. To work this out, you need to look at whether the Saturday or Sunday is a normal working day for them.

If it is then the employee receives their entitlement on the Saturday or Sunday. But, if Monday is also a normal working day for the employee, they do not receive any further public holiday entitlement for this day.

If your employee does not work a Saturday or Sunday but Monday is a normal working day for them, then they receive their public holiday entitlement on the Monday.

Essentially, an employee *cannot* receive public holiday entitlements for both the calendar date *and* the observed date.

PAYING EMPLOYEES FOR MONDAYISED WEEKENDS

If you have an employee whose normal working days include a Saturday and Monday or Sunday and Monday and they work a Mondayised Monday, they will receive time and a half for the hours worked on the Saturday or Sunday, plus a day in lieu.

When they work the Mondayised Monday they are paid their normal rate for the hours worked. They do not receive public holiday entitlements for the Mondayised Monday because they have already received this for the Saturday or Sunday worked.

REFER FLOW CHART