



Termination Pay

Does the employee have any pay outstanding for hours worked and non-reimbursing allowances, overtime etc? Pay this according to the employment agreement.

ADD IN ▶

Is the employee having any of their notice period paid out? Pay this at the rate specified in their employment agreement.

ADD IN ▼

Does the employee have any annual holidays they are entitled to? Pay these at the rate of the greater of the employee's ordinary weekly pay at their termination date or their average weekly earnings during the 12 months just before the end of the last pay period before their end date.

◀ IF YES

If these entitled annual holidays were added on to the end of the employee's end date, would this period include any public holidays that would be otherwise working days for the employee? Pay these public holidays at RDP/ADP.

IF NO ▼

Does the employee have any unused (and not paid out) alternative holidays they are entitled to? Pay these at RDP/ADP for the employee's last day of work.

ADD IN ▶

ADD IN ▼

Pay 8% of the employees' total gross earnings since their annual holidays anniversary date (less any amount paid for taking any of this year's annual holidays in advance or paid on a pay-as-you-go basis) including all the payments above.

◀ ADD IN

Does the employee have any other contractual payments that constitute Gross Earnings due under their employment agreement or workplace policies? Pay these at the rate specified in the employment agreement or workplace policies.

◀ ADD IN

Does the employee have any resigning / retiring leave / long service leave (or payments in lieu) due under their employment agreement? Pay these at the rate specified in the employment agreement.

ADD IN ▼

Is the employee entitled to any non-taxable reimbursing allowances? Pay these at the relevant rate.

ADD IN ▶

Is the employee entitled to compensatory payments? Pay these at the rate specified in the employment agreement.

ADD IN ▼

FINAL PAY

◀

Deduct normal deductions such as income tax and ACC levy, Kiwisaver, student loan repayments, child support.

This information is guidance only, is not legally binding, and should not be substituted for legal advice or for the wording of the Holidays Act 2003. MBIE does not accept any responsibility or liability for error of fact, omission, interpretation or opinion that may be present, nor for the consequences of any decisions based on this information.