

Statutory (public) holiday payments

ANSWER ID:23034

Since the Holidays Act 2003 was introduced, it is a requirement to pay time and a half for the hours an employee works on a public holiday.

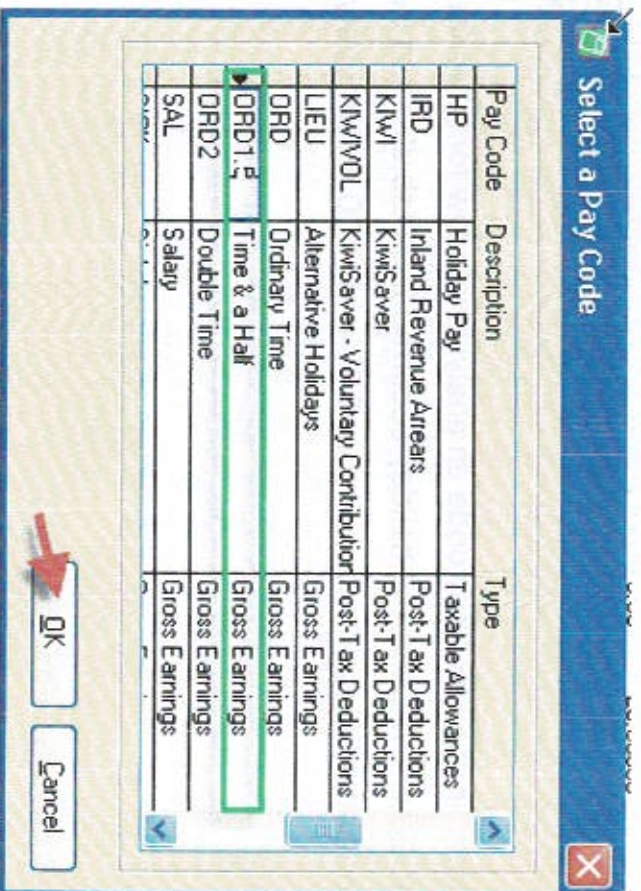
If it is the employee's 'normal' day of work, they are also entitled to an 'Alternative Holiday', in other words a day off in lieu.

To comply with this regulation, you will need to carry out the instructions below.

The example used in this support note is based on an employee who normally works 40 hours per week.

To create a pay for a public holiday

1. Go to the **Prepare Pays** command centre and click **Enter Pays**.
2. **Double-click the applicable employee.**
3. Enter the amount of hours of Ordinary Time worked (ORD pay code).
4. Raise the **ORD1.5** pay code by pressing F4 and choosing the **ORD 1.5** pay code then clicking **OK**.



5. Enter the number of hours worked on the public holiday then click **OK**.

ORD1.5 - Time & a Half

Default Quantity:

Default Rate:

Type: Variable Regular

6. Enter the same amount of hours entered into the **ORD 1.5** pay code in the **STAT** pay code. This will record the 'STAT' day.

7. Enter the same amount of hours, but in a **negative** amount, in the **LIEU** pay code. This will accrue the 'Alternative Holiday'.

No payment in the 'Current Pay' will result from the entry of steps 7 and 8 as they counteract each other. It will simply **record** the 'STAT' Day and **accrue** the 'Alternative Holiday' for use at a later date.

Pay Code	Description	Quantity	Rate	Total	NetPay
ANHL	Annual Leave	0.00	25.00000	0.00	0.00
LIEU	Alternative Holidays	-8.00	27.63635	-221.25	-221.25
ORD1	Ordinary Time	32.00	25.00000	800.00	578.75
ORD1.5	Time & a Half	8.00	37.50000	300.00	878.75
SICK	Sick Leave	0.00	25.00000	0.00	878.75
STAT	Public Holidays	8.00	25.00000	200.00	1078.75
HP	Holiday Pay	0.00	86.30000	0.00	1078.75
TAX	PAYE	1.00	507.44000	507.44	571.31
DC	Direct Credits	1.00	571.31000	571.31	0.00

8. When you put the hours in the **LIEU** pay code an analysis window for 'Alternative Holidays' will appear. Enter the **Date** the holiday occurred then tab along to over-key the **Quantity** and **Days** fields, in other words -8.00 and -1.00 respectively, then click **OK**.

Current Pay Department/Alternative Analysis for Alternative Holidays

Date	Department	Default Department	Cost Centre	Type	Quantity	Days
31/10/2011	SIM	Default Department		T	8.00	-1.00

Buttons: New, Delete, New Department, OK

9. Continue processing the pay as normal.

To pay out the day in lieu

When the **day in lieu** is taken by the employee, process their pay as follows:

1. Go to the **Prepare Pays** command centre and click **Enter Pays**.
2. Double-click the applicable employee.
3. Enter the amount of hours of Ordinary Time worked and any applicable overtime.
4. Enter the number of hours taken as the day off in lieu in the **LIEU** pay code, for example **8**. Ensure this is entered as a **positive** amount.
5. When you put the hours in the **LIEU** pay code an analysis window for 'Alternative Holidays' will appear. Enter the **Date** the holiday occurred. Ensure the **Quantity** and **Days** fields display 8.00 and 1.00 respectively, then click **OK**.
6. Continue processing the pay as normal.



FAQs

What if only part of the Stat Day is worked?

If an employee works on a Public Holiday and it is their normal working day they are entitled to be paid **ORD 1.5** (Time and a half) for the time they actually work on that day, plus an "Alternative Holiday" (Day in Lieu).

This can be processed following our step by step guide above but using the hours that the employee actually worked.

In the example shown below, the employee has worked four hours on a public holiday so their entitlement is 4 hours at **ORD 1.5** and a full day off in lieu for the STAT day.

Pay Code	Description	Quantity	Rate	Total	NetP'ly
ANHL	Annual Leave	0.00	25.00000	0.00	0.00
LIEU	Alternative Holidays	-8.00	27.65625	-221.25	-221.25
ORD	Ordinary Time	32.00	25.00000	800.00	578.75
ORD 1.5	Time & a Half	4.00	37.50000	150.00	728.75
SICK	Sick Leave	0.00	25.00000	0.00	728.75
STAT	Public Holiday	8.00	25.00000	200.00	928.75
HP	Holiday Pay	0.00	74.30000	0.00	928.75
PAYE	PAYE	1.00	436.88000	436.88	491.87
DC	Direct Credits	1.00	491.87000	491.87	0.00

You can now follow the process from *Step 8* in the **To create a pay for a public holiday** process.

What if the public holiday is not the employee's normal day of work?

If an employee works on a public holiday and it is not their normal working day, they are entitled to time and a half (**ORD 1.5**) for the time they work - follow the steps above.

They are not entitled to an 'Alternative Holiday', in other words a day in lieu.

What if the employee does not work on the public holiday but it is their normal day of work?

If an employee does not work on a Public Holiday but it is their normal working day, they are entitled to STAT hours for the time they would have normally worked at their Relevant Daily Pay (that is, what they would have earned, if they had in fact worked that day).

Enter the required hours using the STAT pay code.

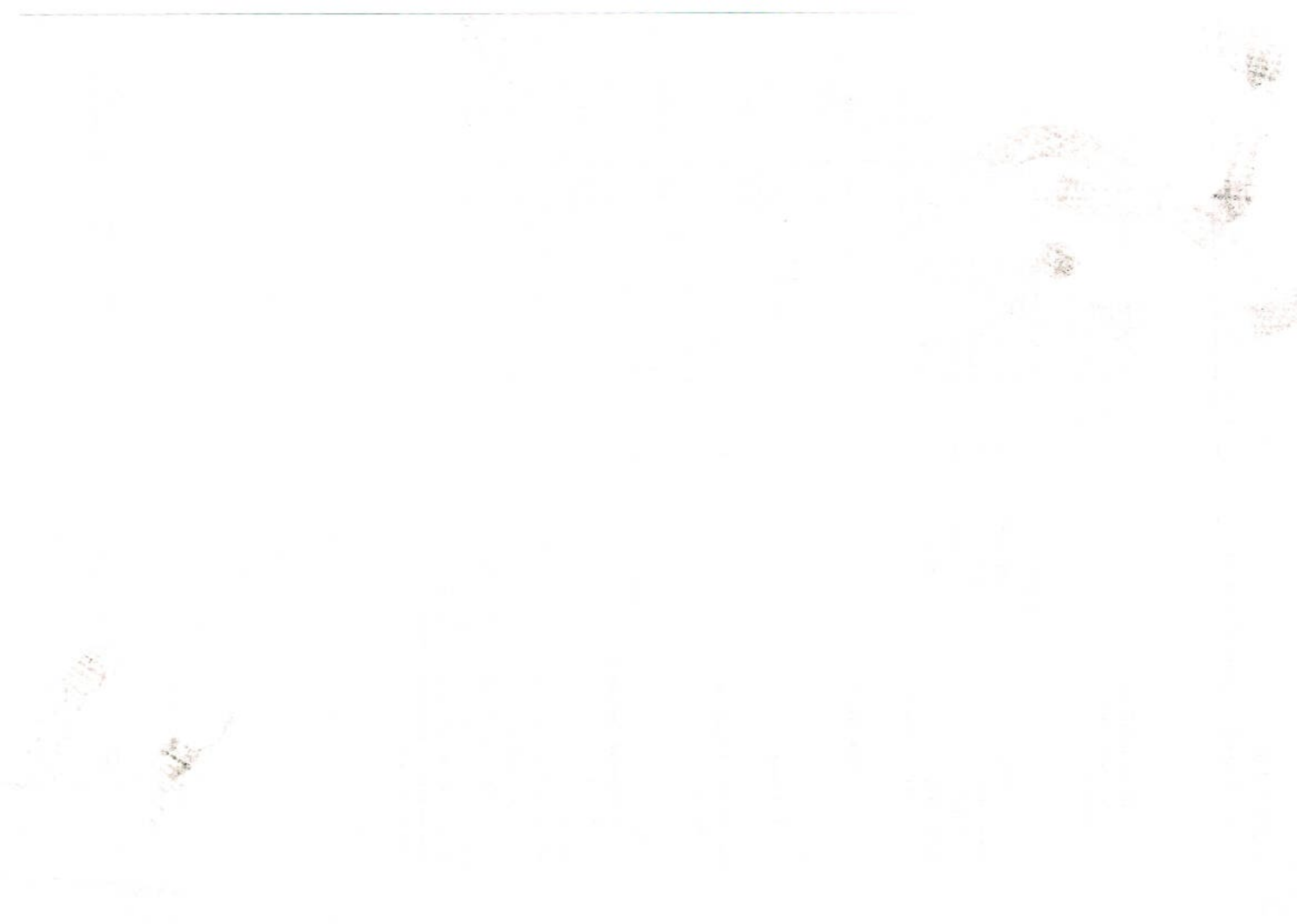
If it is not possible or practical to calculate the employee's Relevant Daily Pay. See [Holiday Act changes 1 April 2011](#) for information on the payment of public holidays

Agserve Ltd

Pay Advice Slip for the Pay Period Ended: 02/10/22

1

	QUANTITY UNITS	RATE	AMOUNT	THIS PAY	YEAR TO DATE
Alternative Holidays	-9.50 Hours	@			
Ordinary Time	35.00 Hours	@			
Time & a Half	5.75 Hours	@			
Public Holidays	9.50 Hours	@			
Total Gross Earnings					
Plus Taxable Allowances					
PAYE					
Less Taxes					
Adjust tool allowance to trust account	-20.00	@			
Tool allowance	20.00	@			
KiwiSaver		@			
Less Post-Tax Deductions					
Net Pay					
Social Club					
Direct Credit to 0212460686158001					
Total Payments					
Net Employer Superannuation Contributions					
Annual Leave due: 190.00 Hours / 4.00 Weeks					
Annual Leave accrued since 11/08/22: 27.07 Hours					
Annual Leave accrued in weeks since 11/08/22: 0.57					
All. Holidays due: -1.00 Days					



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Pay Advice Slip for the Pay Period Ended: 30/10/22

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	QUANTITY UNITS	RATE	AMOUNT	THIS PAY	YEAR TO DATE
Annual Leave	28.50 Hours	@			
Alternative Holidays	9.50 Hours	@			
Public Holidays	9.50 Hours	@			
Total Gross Earnings					
Plus Taxable Allowances					
PAYE					
Less Taxes					
Adjust tool allowance to trust account	-20.00	@			
Tool allowance	20.00	@			
KiwiSaver	1733.75	@			
Less Post-Tax Deductions					
Net Pay					
Social Club					
Direct Credit to 0212460686158001					
Total Payments					
Net Employer Superannuation Contributions					
Annual Leave due: 161.50 Hours / 3.40 Weeks					
Annual Leave accrued since 11/08/22: 41.64 Hours					
Annual Leave accrued in weeks since 11/08/22: 0.88					
Alt. Holidays due: -2.00 Days					