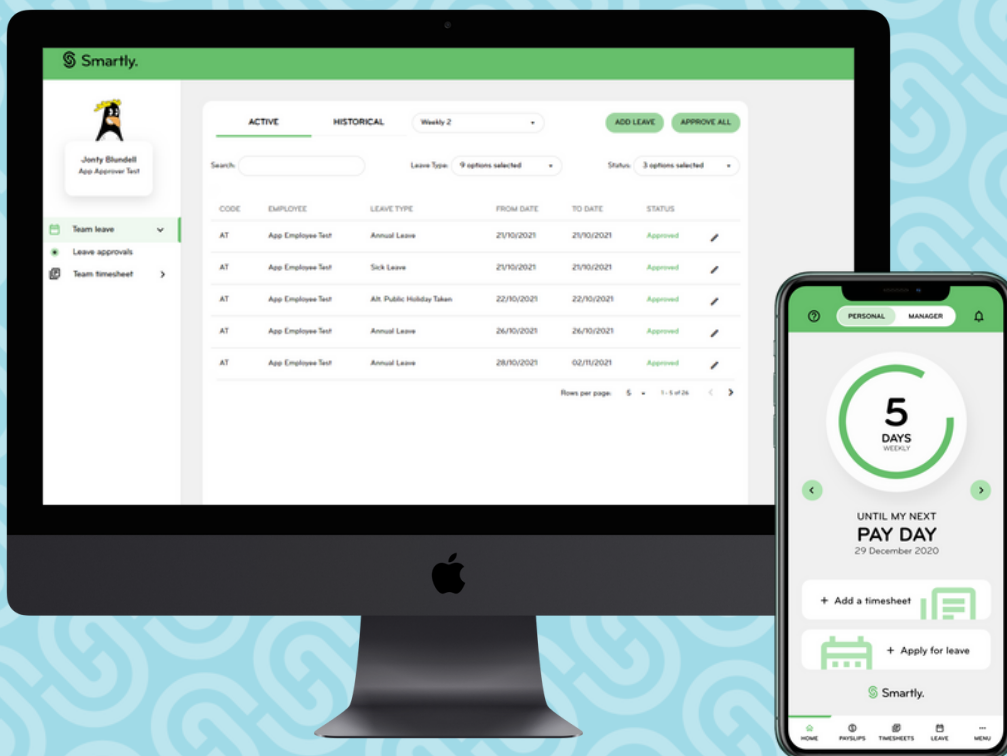




Public Holiday Guide.

Public holidays can add complexity to payroll so, we've put together the most common scenarios to help you pay your people right.





Sort your holiday pay, the Smartly way.

Smartly is all about making it easier for you to sort your payroll! This guide walks you through all the common payroll queries we get over public holidays and anniversary days.



This guide covers:

- How your employee should be paid on a public holiday
- Running your pay for employees who would usually work on a public holiday but can't because your business is closed
- Running your pay for employees who have agreed to work on a public holiday
- Mondayisation
- Your common public holiday FAQ's answered

Working on a public holiday

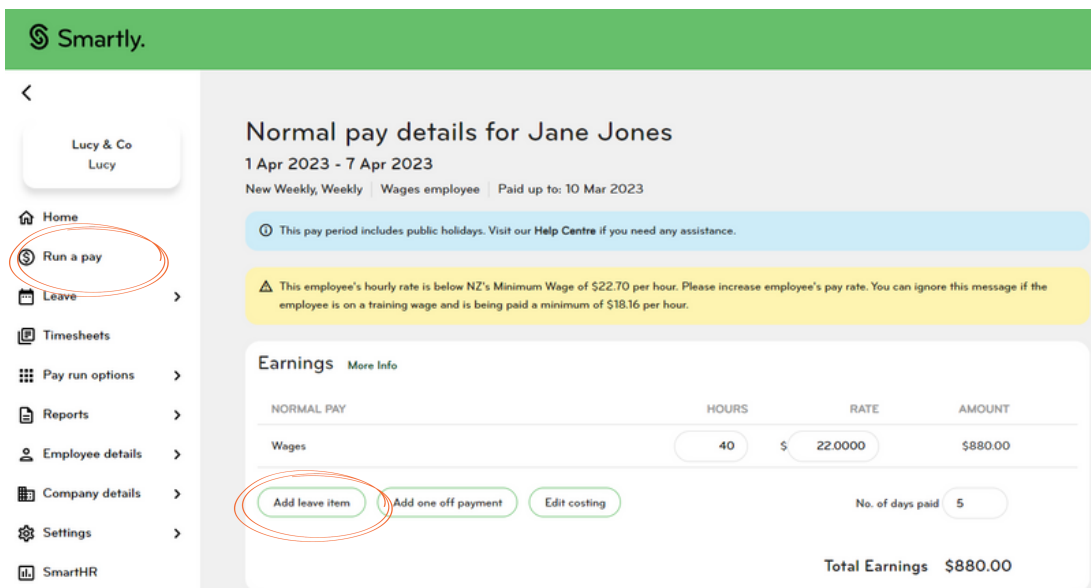
To determine how your employee should be paid when they work on a public holiday, you need to check if they usually work on this particular day.

- 1 If the public holiday is their normal work day, the employee should be paid time and a half for the hours worked plus they are also entitled to earn an Alt Public Holiday.
- 2 If it is not their normal work day, the employee is only entitled to be paid time and a half for the hours worked.

Running your pay

For employees who would usually work on a public holiday, but can't because your business is closed.

- 1 Click on Run a Pay and then double-click on the correct employee to go to their pay details screen.
- 2 Click Add leave item.



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Normal pay details for Jane Jones

1 Apr 2023 - 7 Apr 2023
New Weekly, Weekly | Wages employee | Paid up to: 10 Mar 2023

This pay period includes public holidays. Visit our [Help Centre](#) if you need any assistance.

This employee's hourly rate is below NZ's Minimum Wage of \$22.70 per hour. Please increase employee's pay rate. You can ignore this message if the employee is on a training wage and is being paid a minimum of \$18.16 per hour.

Earnings More Info

NORMAL PAY	HOURS	RATE	AMOUNT
Wages	40	\$ 22.0000	\$880.00

[Add leave item](#) [Add one off payment](#) [Edit costing](#)

No. of days paid 5

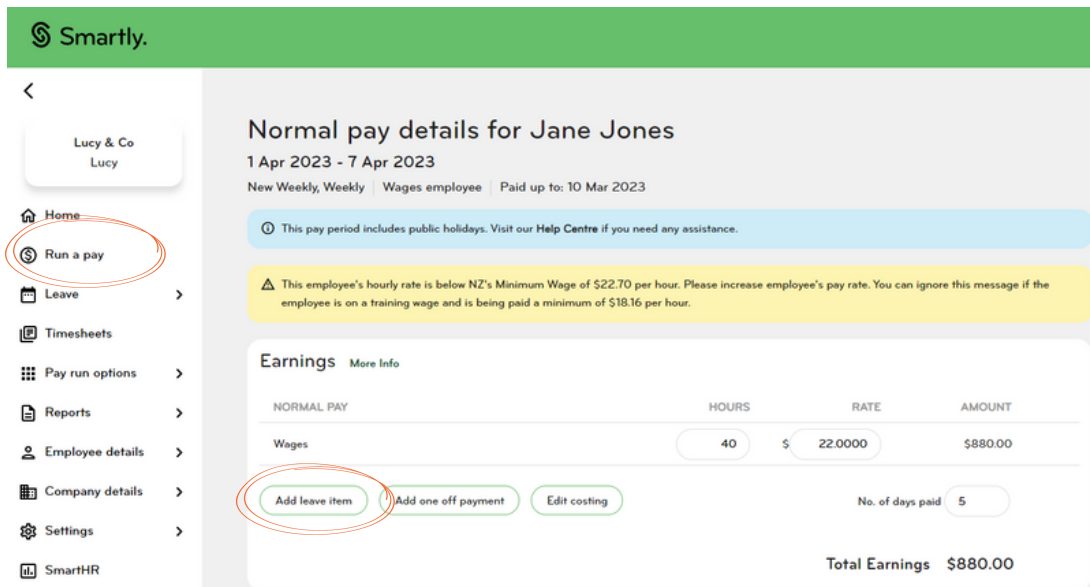
Total Earnings \$880.00

- 3 Click on the Leave Type drop-down and select Statutory Holiday Taken.
- 4 Click OK and continue processing your payroll as normal.

Running your pay

For employees who are working on a public holiday.

- 1 Click on Run a Pay and then double-click on the correct employee to go to their pay details screen.
- 2 Click Add leave item.



The screenshot shows the Smartly app interface. The top bar is green with the Smartly logo. Below it is a navigation menu with options: Home, Run a pay (circled in red), Leave, Timesheets, Pay run options, Reports, Employee details, Company details, Settings, and SmartHR. The main content area is titled 'Normal pay details for Jane Jones' for the period '1 Apr 2023 - 7 Apr 2023'. It shows 'New Weekly, Weekly' and 'Wages employee' with a 'Paid up to: 10 Mar 2023'. A blue banner indicates 'This pay period includes public holidays. Visit our Help Centre if you need any assistance.' A yellow banner below it states 'This employee's hourly rate is below NZ's Minimum Wage of \$22.70 per hour. Please increase employee's pay rate. You can ignore this message if the employee is on a training wage and is being paid a minimum of \$18.16 per hour.' The 'Earnings' section shows a table with columns for 'NORMAL PAY', 'HOURS', 'RATE', and 'AMOUNT'. The table has one row for 'Wages' with 40 hours, a rate of \$22.0000, and an amount of \$880.00. Below the table are buttons for 'Add leave item' (circled in red), 'Add one off payment', and 'Edit costing'. The 'No. of days paid' is set to 5. The total earnings are \$880.00.

- 3 Click on the Leave Type drop-down and select Public Holiday Worked (1.5).
- 4 If your employee would normally work on this day, they are entitled to earn an alternate public holiday. To do this, click on Add leave item and select Alt Public Holiday Earned.

Note: The employee should get a full Alt Public Holiday regardless of how many hours they worked on this day.

- 5 Click OK and continue processing your payroll as normal.

Mondayisation and how it works

When a public holiday falls on the weekend, it's Mondayised. Check out the common employee scenarios below. In the scenarios below, we're using Waitangi Day 2022 as an example.

Scenario 1:

An employee who normally works on weekends, and works on the 6th of February, for example, should be paid time and a half for the hours worked. They're also entitled to earn an alternate public holiday for the day worked.

- 1 Head to the Run a Pay section, select the correct employee and click Add leave item.

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Normal pay details for Jane Jones
1 Apr 2023 - 7 Apr 2023
New Weekly, Weekly | Wages employee | Paid up to: 10 Mar 2023

This pay period includes public holidays. Visit our [Help Centre](#) if you need any assistance.

This employee's hourly rate is below NZ's Minimum Wage of \$22.70 per hour. Please increase employee's pay rate. You can ignore this message if the employee is on a training wage and is being paid a minimum of \$18.16 per hour.

Earnings [More Info](#)

NORMAL PAY	HOURS	RATE	AMOUNT
Wages	40	\$ 22.0000	\$880.00

[Add leave item](#) [Add one off payment](#) [Edit costing](#)

No. of days paid 5

Total Earnings \$880.00



Add/Edit leave for Jane Jones

Please enter the leave details for the period 1 Apr 2023 - 7 Apr 2023 below

Current leave balances

	Annual Leave	Lieu Earned	Long Service Leave	Sick Leave	Alt. Public Holiday Earned
	0.76 weeks (30.24 hrs)	0.00 hrs	0.00 hrs	0.00 days	1.00 days

LEAVE TYPE	DATE FROM	DATE TO	HOURS	DAYS	WEEKS	RATE	AMOUNT
*Public Holiday Worked (1.5)	07/04/2023	07/04/2023	8			\$ 33.0000	\$264.00
Alt. Public Holiday Earned	07/04/2023	07/04/2023	8	1.00			

[+ add another leave item](#) [Ok](#) [Cancel](#)

- 2 Under the leave drop down, select Public Holiday Worked (1.5).
- 3 Click +Add another leave item, and select Alt. Public Holiday Earned.
- 4 Click OK and continue entering your pays as normal.

Important:

If this employee were to work on Monday as well, this day would be treated as a normal day, as Sunday is their public holiday.

Scenario 2:

This employee doesn't normally work weekends, but would usually work on Mondays and Tuesdays but isn't because their office is closed. They should be paid a statutory holiday taken for Monday 7th February. The statutory holiday taken will enter automatically if your employee is on standard hours.

- 1 Head to the Run a Pay section, select the correct employee and click Add leave item.

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Home
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Normal pay details for Jane Jones

1 Apr 2023 - 7 Apr 2023
New Weekly, Weekly | Wages employee | Paid up to: 10 Mar 2023

This pay period includes public holidays. Visit our [Help Centre](#) if you need any assistance.

This employee's hourly rate is below NZ's Minimum Wage of \$22.70 per hour. Please increase employee's pay rate. You can ignore this message if the employee is on a training wage and is being paid a minimum of \$18.16 per hour.

Earnings More Info

NORMAL PAY	HOURS	RATE	AMOUNT
Wages	40	\$ 22,000	\$880.00

[Add leave item](#) [Add one off payment](#) [Edit costing](#)

No. of days paid: 5

Total Earnings: \$880.00



Add/Edit leave for Jane Jones

Please enter the leave details for the period 1 Apr 2023 - 7 Apr 2023 below

Current leave balances

	Annual Leave	Lieu Earned	Long Service Leave	Sick Leave	Alt. Public Holiday Earned
	0.76 weeks (30.24 hrs)	0.00 hrs	0.00 hrs	0.00 days	0.00 days

LEAVE TYPE	DATE FROM	DATE TO	HOURS	DAYS	WEEKS	RATE	AMOUNT	
Statutory Holiday Taken	07/04/2023	07/04/2023	8	1.00		\$ 22,000	\$176.00	

[+ add another leave item](#)

[Ok](#) [Cancel](#)

- 2 Under the leave drop down, select Statutory Holiday Taken.
- 3 Click OK and continue entering your pays as normal.

Important:

Public holidays can only be recorded once for each employee, whether it is the Sunday or Monday.

Public holidays while on annual leave or leave without pay

Annual leave

- If an employee is being paid annual leave when there is a public holiday, they're entitled to be paid for the public holiday instead of using their annual leave.

Leave without pay

- If an employee is on leave without pay when there is a public holiday, they are not entitled to be paid for the public holiday. This is because the employee had no intention of working on that day.
- However, if the employee is on leave without pay because they have no sick leave available, then they would be entitled to the public holiday.

Important:

These situations aren't always straight forward, so if you're unsure, we suggest contacting MBIE on 0800 20 90 20.

Public holiday FAQs

My business is closed on public holidays, so my employee can't work. What are their entitlements?

Because your employee would have normally worked on this day, but can't because your business is closed, they are entitled to be paid their normal daily pay. This should be recorded as a Statutory Holiday Taken in Smartly.

My employee has agreed to work on the upcoming public holiday, but this is not their normal working day. What are their entitlements?

Your employee must be paid at least time and a half for the hours they work. This should be recorded as a Public Holiday Worked in Smartly. This employee is not entitled to receive an alternate public holiday.

My employee has agreed to work on the upcoming public holiday, and this is their normal working day. What are their entitlements?

Your employee must be paid at least time and a half for the hours they work. This should be recorded as a Public Holiday Worked in Smartly. This employee is entitled to receive an alternate public holiday.

Do public holiday entitlements change for casual employees?

No, casual employees have the same entitlements as permanent employees. For example, if your casual employee works on Matariki, they're entitled to be paid at least time and a half. If this is a day they would normally work, they are also entitled to earn an Alt Public Holiday.

What are my contractor's public holiday entitlements?

Contractors are not entitled to be paid for public holidays by their employer, because they are deemed to be self-employed. Sometimes an employer may have a special arrangement with their contractor to pay them for public holidays.

My employee is going to be on annual leave over for the upcoming public holiday. What are their entitlements?

If your employee is on annual leave when there is a public holiday, they are entitled to be paid for the public holiday instead of taking annual leave.

We're here to help

For information or answers to simpler questions head to our online Help Centre. Otherwise, if you've got something niggly or urgent that you want to chat through with an expert – we've got you!

Our customer support team can be reached on 0800 10 10 38, Monday to Friday, excluding public holidays.

**HELP LINE, ONLINE, CHAT
LINE, ONE-LITTLE-QUESTION-
LINE. SMARTLY HAS MORE
WAYS TO HELP SORT YOUR
PAYROLL.**

