

Papakupu Ture

Legal Glossary

Terms	Definitions
Annual holidays	Every employee is entitled to at least four weeks paid annual holidays each year when they have worked for their employer for 12 months. In some situations, an employee can be paid 8% of their gross earnings with their regular pay instead of getting paid time off (see 'Pay-as-you-go' below).
Collective agreement	<p>A collective agreement is an employment agreement that is binding on one or more unions (commonly referred to as a 'multiple union collective agreement', or MUCA), and one or more employers and two or more employees (commonly referred to as a 'multiple employer collective agreement', or MECA). There are matters which collective agreements must cover and they have an expiry date no later than 3 years after they came into effect.</p> <p>To find out more, see the resource on <i>Te pōkai i te ture: Me mōhio ki tāu e whakaaetia ana Navigate the law: Know what you are signing up for.</i></p>
Deductions	An employer can only make deductions from an employee's pay if these deductions are required by law (eg, PAYE tax), or are reasonable and agreed to in writing by the employee. In some circumstances, deductions can be made where there have been overpayments.
Employment agreement	<p>Every employee must have a written employment agreement. The agreement can be either an individual agreement or a collective agreement. 'Employment agreement' has a broader meaning that includes all other documents and other agreements forming part of the contractual agreement between the employee and employer. Certain things must be in the employment agreement.</p> <p>To find out more, see the resource on <i>Te pōkai i te ture: Me mōhio ki tāu e whakaaetia ana Navigate the law: Know what you are signing up for.</i></p>
Employment rights	In Aotearoa New Zealand, all employees have minimum employment rights. These rights can't be contracted out of and they apply even if the employee agrees otherwise. These rights also apply whether or not they have been included in an employment agreement.
Entitlement	Usually refers to your minimum rights by law and anything extra that you get as part of your employment agreement. Your minimum rights by law are things like minimum wage, holidays and leave rights.
Fixed term employment (This could cover a commissioned art form)	This refers to employment with a set start and end date or event. There are special rules for being employed on a fixed-term agreement. Employees can only be employed for a fixed term if there is a genuine reason for the fixed-term (eg, covering for parental leave, seasonal work like fruit picking, or until a project is completed). This reason and the date or event that will end the employment must be in the employment agreement.

Internship	A period of work placement where a person works alongside and learns from a more experienced person working in their field, such as a gallery curator. It is expected the learning area (or areas) will be identified as part of an internship proposal.
Individual employment agreement	This is an agreement between an employer and an employee. There are matters that an individual employment agreement must cover.
Intellectual property	Intellectual property rights protect the expression of someone's idea in something they have made or created.
Mātauranga Māori	Mātauranga Māori translated means Māori knowledge. It's a modern term that broadly includes traditions, values, concepts, philosophies, world views and understandings derived from uniquely Māori cultural points of view. It traverses customary and contemporary systems of knowledge.
Mediation (If a dispute arises)	Mediation is a voluntary and confidential process where an independent mediator helps people work through their issues and develop solutions together. The Ministry of Business, Innovation & Employment provides free mediation services to help people resolve their employment relationship problems quickly and effectively.
Part-time employment	Usually means you work less than 30 hours per week, eg, 15 or 20. As a part-time employee, you have the same rights as a full-time employee.
Sick leave	Is paid time off work if the employee, their spouse, partner, dependent child or other person who depends on them is sick or injured. Ten days of sick leave each year is available after being continuously employed by an employer for six months, or working for the employer for an average of 10 hours per week, or at least one hour every week or 40 hours every month over six months.
Trial period	An employer may employ a new employee on a trial period of up to 90 calendar days. If the employer dismisses the employee during the trial period the employee can't take a personal grievance for unjustified dismissal.
Union	A union is an organisation that supports employees in the workplace by acting as an advocate for them collectively (and with the consent of the employee, individually). Unions bargain for collective employment agreements with employers and help employees with information and advice about work-related issues. People have to pay a fee to be a union member.

Terms and definitions have been sourced from: [Glossary of terms | Employment New Zealand](#)