



# Memo Sheet

<b>To:</b>	All Chief Fire Officers
<b>CC:</b>	NZPFU, SMS Team
<b>From:</b>	Ian Pickard, Director Strategic Development
<b>Date:</b>	27 July 2007
<b>Subject:</b>	Leave Balances in SMS Roster
<b>Action:</b>	Note

Gentlemen,

Originally I hoped that as of today (Friday 27 July) we would have all the leave balances loaded and showing in both SMS and the HR databases. You will all be aware that this has not happened, for this I apologise.

The question is, why not? Well there are a number of reasons,

1. There are still a number of stations that have still not supplied Icky or Gavin with sick leave totals.
2. The loading of SMS data into the HR database system has taken a lot longer than originally anticipated.
3. All data must be first loaded into a test environment and checked before it can be loaded into the live HR database, this takes time.
4. A number of anomalies have been discovered where people who are not entitled to leave (i.e. ASL) have taken and loaded this leave in SMS creating a negative balance and this then creates issues between the systems plus lots of work to balance the leave totals.
5. Leave is being incorrectly recorded, (i.e. pro rata leave)
6. Most of these processes rely on a one-person role type responsibility and with the current sicknesses going around along with staff resignations; these people have not always been available.

So where to from here;

Icky and the SMS Team have come up with a plan that will hopefully meet all the requirements from an employee perspective that will enable all employees to see a leave balance in SMS and allow the SMS rules to be turned on that will alleviate the issue of people taking leave that they are not entitled to.

**It is now planned to have all SMS leave balances turned on in SMS by next Friday 3 August.**

By implementing this leave balance process we will also turn on the control rules for taking other leave, (i.e. the issues of taking leave with a zero leave balance and the issue of going on sick leave while on a rostered overtime and being paid automatically etc).

Working with communities to protect what they value.  
Tē māhi tāhi ki ngā hāpōri, ki tē tiāki i ā rātōu tāōngā.

For those stations who have not supplied their sick leave totals, their sick leave total records will not be correct, this will require updating ASAP to ensure staff are aware of and get their full sick leave entitlements. If anyone has any issues, please contact Icky.

For any other employee who on checking their leave balances believes they are not showing the correct balance, they can contact Icky Moreland who will work through with you to get them corrected. I would suggest that maybe this is done in a coordinated fashion station by station through the CFO.

It will also be imperative from now on that all leave taken is recorded correctly under the right type and also consider how it is taken. An example is for accident leave, if an employee is obviously going to be off work for a long period of time, load the accident leave for the days shown on the certificate, not recorded on a day by day basis as this creates false records and totals of sick leave absences.

**Once again, any problems, issues or questions regarding leave balances please contact Icky Moreland.**

I will be in touch today with the stations that are still to supply sick leave balances and follow up their progress.

Once again, my apologies for the delays, should you have any other issues please feel free to give me a call.

Regards

Ian Pickard