

Comms points from HR/ER – Friday 27 March

| | Question | Response |
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| 1. | How will I be paid when I am on Pandemic Paid Special Leave? | You will be paid your Relevant Daily Pay, that is, what you can expect to have been earning had you been working your rostered hours that week. You just won't be able to claim expenses that have not been outlaid or be paid for overtime not worked. |
| 2. | How should I roster my staff who are on Pandemic Paid Special Leave - their normal roster or Monday to Friday? | Based on the same principle as above, your roster should look like what it would have been had the team been working. |
| 3. | Does Pandemic Paid Special Leave have to be taken in one block or can I split it up? | The Pandemic Paid Special Leave has been provided to staff not required to work during the national lockdown. These employees are effectively on standby and should they be required to come into work during this time, this will be recorded as worked hours. There is no ability to split this leave or extend the timeframe over which this leave can be taken. |
| 4. | Will KiwiRail credit back the Easter Statutory Holiday days? | No - however essential workers rostered to work on these days will be paid time and a half and receive a day in lieu, as usual. |
| 5. | I have been designated an essential worker and have a person in my household with underlying health conditions which make them particularly vulnerable. Do I have to work, or can I be on Pandemic Paid Special Leave? | Follow Zero Harm advice on our COVID-19 site on IKON. |
| 6. | I have been designated an essential worker and have a person in my household who is over 70. Do I have to work, or can I be on Pandemic Paid Special Leave? | The expectation is that essential workers will be rostered to be at work during this time. KiwiRail has put in place increased cleaning and sterilisation processes in our workplaces to maintain health and safety for our workers and employees should be practising good hygiene standards when leaving work, before interacting with family members. Guidance from Zero Harm is available on our COVID-19 site on IKON. If there are specific additional concerns these should be discussed initially with your manager who will seek appropriate advice. |
| 7. | I am in a designated essential role and am on annual leave - can I cancel my annual leave and change this to Pandemic Paid Special Leave? | As a designated essential worker, you may request that your manager cancel your remaining booked annual leave and place you back on a roster. This means that you may be required to work. If you are not required to work, you will be on Pandemic Paid Special Leave. |
| 8. | I am not in a role that is designated as essential work and am on annual leave. Can I cancel my leave and be placed on Pandemic Paid Special Leave? | If you have already taken annual leave this will not be re-credited. However, we will cancel any remaining booked annual leave and place you on Pandemic Paid Special Leave. |

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| 9. | I have annual leave booked in the next few months. Can I cancel this and be paid Pandemic Paid Special Leave? | The COVID-19 situation is evolving and there is no certainty of where things might be within the next few months. We suggest you keep your booking in place at this time and this can be discussed with your manager closer to the time if needed. |
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