

Draft

«Date»

«Full employee name»

Tēnā koe «First name»

The Education (Vocational Education and Training Reforms) Amendment Act includes provisions that will convert the legal status of (NAME OF CURRENT ENTITY) to a subsidiary company of the New Zealand Institute of Skills and Technology (working title), effective on 1 April 2020. This means that from 1 April 2020 your employer will become (NAME OF NEW SUBSIDIARY).

Consistent with the Act and your employment agreement provisions, there will be no change to your terms and conditions of employment as outlined in either:

- your existing individual employment agreement with (NAME OF CURRENT ENTITY); or
- your (NAME THE CURRENT COLLECTIVE AGREEMENT) with (INSERT THE NEW NAME) and (INSERT UNION NAME) on [insert date].

[NAME OF NEW SUBSIDIARY] will treat your employment as continuous in all respects. This means that your service and all employment related processes and entitlements, including all your current leave entitlements, will be recognised and treated as ongoing. You will also be employed in the same capacity as your current position.

If you have any questions please do not hesitate to contact Human Resources, or your local union representative/s if you are a union member. You are also welcome to contact NZIST at info@istestablishment.ac.nz

Naku iti noa, nā