



# End-of-Year Workplace Fun and Facts!

Get ready to test your knowledge with our end-of-year quiz! This quiz covers some fun facts and practical scenarios related to managing the holiday season in the workplace. See how well you know the best practices, and maybe even pick up a tip or two along the way. Answers are at the bottom — no peeking!

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**1. When planning a closedown period over Christmas, what is the minimum amount of notice employers must give to employees?**

- A) 7 days
  - B) 10 days
  - C) 14 days
  - D) 21 days
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**2. Which of the following is NOT a requirement for casual workers in New Zealand?**

- A) They are not guaranteed a set number of hours each week.
- B) They receive a 12-month contract with guaranteed hours.

- C) They are paid holiday pay at a rate of 8% of their gross earnings.
  - D) Their work is irregular or intermittent.
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**3. True or False: During a closedown period, if Christmas Day falls within the closedown, it must be paid as a public holiday and not deducted from annual leave.**

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**4. Which of the following is a great way to support employee wellbeing during the festive season?**

- A) Providing support services such as access to Employee Assistance Programmes (EAP)
  - B) Ignoring the stress some employees might feel
  - C) Asking employees to work extra hours to catch up before the break
  - D) Holding mandatory holiday parties
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**5. Fill in the blank: If an employee is on annual leave and becomes unwell, they can request that the period of leave when they were unwell be replaced as \_\_\_\_\_ instead of annual leave (noting that proof of illness may be required).**

- A) Annual leave
- B) Unpaid leave
- C) Sick leave
- D) Parental leave

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**6. What's a fun, inclusive idea for end-of-year team celebrations?**

- A) A "Secret Gift exchange with a summer theme
- B) A dress-up day with only Christmas-themed outfits allowed
- C) A mandatory potluck lunch featuring traditional Christmas foods
- D) A quiz that focuses on Christmas trivia

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**7. Which of the following best describes the benefit of planning for the holiday period early (like in October)?**

- A) It gives employees less time to make holiday plans.
- B) It ensures the business can remain non-compliant with the Holidays Act.
- C) It helps avoid last-minute scrambles and keeps everyone informed.
- D) It guarantees that all employees will be available during the holiday season.

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**8. How should employers manage public holidays during a closedown period if they fall on a day the employee would have otherwise worked?**

- A) Deduct the public holiday from the employee's annual leave.

- B) Pay the employee for the public holiday, and they get a day in lieu.
  - C) Pay the employee for the public holiday, and it's not deducted from annual leave.
  - D) Ignore the public holiday altogether.
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**9. What type of employment is most suitable for covering a temporary increase in work for a set period over the holiday season?**

- A) Fixed Term arrangements
  - B) Casual arrangements
  - C) Parental leave
  - D) Unpaid internships
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**10. Just for Fun: What's the most popular Kiwi summer treat that could be enjoyed during a team afternoon tea?**

- A) Hot mince pies
  - B) Pavlova with fresh fruit
  - C) Pumpkin spice lattes
  - D) Roast turkey sandwiches
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**(Scroll down for answers)**

## Answers:

1. C) 14 days
2. B) They receive a 12-month contract with guaranteed hours.
3. True
4. A) Providing access to Employee Assistance Programmes (EAP)
5. C) Sick leave
6. A) A “Secret Gift” exchange with a summer theme
7. C) It helps avoid last-minute scrambles and keeps everyone informed.
8. C) Pay the employee for the public holiday, and it’s not deducted from annual leave.
9. A) Fixed Term arrangements
10. B) Pavlova with fresh fruit (or hot mince pies!)

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We hope you enjoyed this fun little quiz to help prepare for the end of 2024! As we head into the upcoming holiday season, remember to keep things light, plan ahead, and make the most of this time to support and celebrate your team.