**Union Logo and Office Address**

EMPLOYER LETTER FOR EREL

XX April 2017

**Employer’s Name and Address**

To Whom It May Concern:

**Re: Allocation of Employment Relations Education Leave (EREL)**

Please be advised that the **(NAME OF UNION)** has invited **(NAME OF MEMBER(S))** to attend the hui below on paid Employment Relations Education Leave (EREL) with this programme having been approved by the Minister of Labour for use by NZCTU affiliated union members (see E tū approved course #553 on the MBIE website).

For the purposes of Part 7 of the Employment Relations Act 2000, our member(s) is entitled to EREL Leave for the leave year 1st March 2017 to 28th February 2018. Payment for EREL is at the delegate’s ‘relevant daily pay’. **[OPTIONAL: For the purposes of this hui our member will be using [x] allocated EREL days.]**

**NZCTU Te Kauae Kaimahi –**

**Te Runanga o Nga Kaimahi Māori o Aotearoa Biennial Hui**

**When: Thursday 4 May – Saturday 6 May 2017**

**Where: Kirikiriora Marae, 951 Wairere Drive, Hamilton East**

**Start time: Day 1 (4 May) begins with Powhiri at 1.00 pm**

This notice is to help facilitate our member’s release with minimal disruption to your business, so we would appreciate if you could pass on a copy of this notice to our member’s immediate supervisor to organise their release. Under the ERA 2000 an employer may only decline EREL leave if, on reasonable grounds, they believe their absence may unreasonably disrupt the business.

Please also ensure that any member working shifts has the appropriate health and safety rest periods arranged before and/or after attending training.

If you have any queries about this invitation please contact our **[Education Administrator’s name and contacts]**

Yours faithfully

#### [Union Secretary]