

*An independent newsletter for people interested in Aged Care*

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**Emailed to:  
1981 readers  
and counting**

**Welcome to my  
overseas readers**

09jelica@gmail.com  
www.jelicatips.com  
mobile: 021 311055

*Congratulations for achieving 4 years to:*

***Ambridge Rose Manor - Auckland***

***Metlifecare Crestwood – Auckland***

***Calvary Hospital - Invercargill***

***Well done for achieving such a good outcome.***

*All the best If you are having an audit this month, then all the best. Hope you achieve a good outcome.*

**SPECIAL DAYS THIS MONTH**

Friday 2 July 2021.	Matariki. The reappearance of the <b>Matariki</b> stars signals the beginning of the Māori New Year.
Wednesday 7 July	World Chocolate day. On this date in 1550 that chocolate was first brought to Europe
Sunday 11 July	World Population Day. (7.9 billion)
Wednesday 14 July	International Non-Binary People's Day, The date was chosen for being precisely between International Men's Day and International Women's Day, and is aimed at raising awareness and organising around the issues faced by non-binary people around the world
Thursday 15 July	World Youth Skills Day. highlights the opportunities and challenges that young people face in employment
Saturday 17 July	World Day for International Justice (commemorates the historic adoption of the Rome Statute on 17 July 1998)
Monday 19 July	Eid al-Adha. is known as Festival of the Sacrifice in Islamic faith and Muslims worldwide
Friday 30 July	International Day of Friendship. One goal is to bridge the gaps between race, colour, religion, and other factors which keep humans from fostering friendship with one another.

**NEWSLETTERS**

Thank you for the readers who emailed me with positive feedback regarding the newsletters not being emailed out again but available on website.

It was suggested to give you the name of my website so you can type that in and then search in case you rather not click on links.

The link is [www.jelicatips.com](http://www.jelicatips.com)

But you can also search: Jelicatips

Thank you, Tracey, for the suggestion.

## SICK LEAVE ENTITLEMENT INCREASE

Source: <https://www.employment.govt.nz/about/news-and-updates/minimum-sick-leave-entitlement-increase-to-10-days/>

Parliament has passed the Holidays (Increasing Sick Leave) Amendment Bill to increase the minimum employee sick leave entitlement from 5 days to 10 days per year.

Most employees who have worked for an employer for six months or over are entitled to sick leave if they, or a dependent, are sick or injured. Currently, employees are entitled to 5 days of sick leave per year; however, from 24 July 2021 this will increase to 10 days per year.

Employees will get the extra five days when they reach their next entitlement date – either after reaching 6 months' employment or on their sick leave entitlement anniversary (12 months after they were last entitled to sick leave).

Employees who already get 10 or more sick days a year will not be affected by this change. The maximum amount of unused sick leave that an employee can be entitled to will remain 20 days.

<https://www.legislation.govt.nz/bill/government/2020/0001/latest/LMS430531.html>

## PAID TIME OFF WORK

Employees will soon have the right to take paid time off work in the unfortunate event of a miscarriage or stillbirth, under law changes passed by Parliament yesterday.

The law change allows an employee to take up to three days' paid bereavement leave if they or their partner experiences a miscarriage or stillbirth. People planning to have a child through surrogacy or adoption are also eligible, if the pregnancy ends by miscarriage or stillbirth.

Losing a baby is very hard and unfortunately quite common – around 1 in 5 pregnancies end in miscarriage. Miscarriage is most common in the first 12 weeks of pregnancy, but can happen up until 20 weeks. Losing a baby after 20 weeks is a stillbirth, which is much less common than miscarriage – it affects about 1 in every 200 pregnancies.

Bereavement leave gives an employee time to grieve and to take care of matters to do with the bereavement. This can be taken at any time and for any purpose relating to the death, miscarriage or stillbirth, and does not have to be taken straight away or on consecutive days.

The existing rules on bereavement continue to apply. Employees become eligible for bereavement leave after six months.

Employees are not required to produce proof of pregnancy, miscarriage or stillbirth.

The law change does not provide bereavement leave for terminations. Depending on the circumstances, mothers may be eligible to use sick leave following a termination.

The law change is expected to take effect in the coming days, following Royal Assent.

<https://www.employment.govt.nz/about/news-and-updates/bereavement-leave-to-cover-miscarriage-stillbirth/>

Let's do what  
we love and do  
a lot of it.  
March Jacobs

## PAY EQUITY

A reminder that the 1st of July is year 5 of the pay equity increase.

Existing care and support workers (as at 30 June 2017) can progress to the next pay band step on achieving the length of service for that pay band. They may also proceed on the basis of qualifications – whichever is most advantageous.

This does not apply to new care workers (employed on or after 1 July 2017): they will progress on the basis of qualifications alone.

## Alzheimer's NZ Conference

**Living with dementia:** Taking action for a better future

### Registration now open!

Come along and find out how the dementia world is changing. Join us on the **18-19th November** for our very first hybrid conference.

This event is taking place in Auckland and Wellington, and online everywhere.

Our dynamic and engaging programme will discuss topics such as human rights, becoming dementia friendly, initiatives that make a difference and acknowledging our diversity.

See the list of speakers: <https://alzheimers.org.nz/explore/conference/speakers/>

We are proud to continue to offer free registrations for people living with dementia and care partners.

Accommodation options will be added very soon. In the meantime, we warmly invite you to register below.

Register at: <https://www.ivvy.com.au/event/Alz2021/>

## RANSOMWARE

Ransomware is a type of malicious software (malware) that encrypts files and stops you from being able to access your files or computer systems.

Anybody can be targeted. These attacks are mainly financially motivated. Pay up to get your information back! But paying doesn't mean you get your information back.

The attacks can happen through phishing campaigns – where you're tricked into clicking an infected link or attachment within an email.

As with most things: prevention is better than cure. How to protect you and your business:

- **Be aware of phishing campaigns.** Learn how to spot dodgy emails, websites or links that could be harbouring malicious software.
- **Make strong passwords and regularly update your software.**
- **Regularly install updates on software and devices.** Prevent vulnerabilities in your systems.
- **Implement two-factor authentication.** This is usually a code that's sent to your phone to verify your identity. It is in addition to a password and adds another layer of security to your logins.

**Live your life,  
take chances,  
be crazy. Don't  
wait. Because  
right now is the  
oldest you've  
ever been and  
the youngest  
you will be  
ever again.**

Suzanne Collins

## RANSOMWARE Cont'd

- **Back up your data.** If it does get stolen, you can recover it quickly. Use an external hard drive or a cloud service.
- **Be creative with the answers to your account recovery questions:** you're often asked to set an answer to an 'account recovery question'. These are generally used as a way to identify you if you forget your password and need a prompt. Like your mother's maiden name, or where you went to school. These can be found out by a potential attacker so be creative.
- **Install an antivirus and scan for viruses regularly**
- **Use social media safely:** Don't put too much personal information on your social media accounts.
- **Keep an eye on your bank accounts:** Call the bank immediately if you note something suspicious
- **Talk to your IT team or service provider about setting up logs.** This will show when particular actions are taken and by whom.
- **Have an incident response plan.** There is always a chance that things get through. Have a plan that will help you take control of the situation if the worst were to happen. Know who to call.
- **Avoid sensitive transactions on free wifi:** When using free wifi be aware that these are often unsecure.

If you are targeted

- **Get your network offline immediately.** Do this quick to prevent further spread. (unplug your wireless router and any connections)
- **Seek the advice of an IT professional.** To help work out how your systems were compromised and how you can stop it from happening again.
- **report it to CERT NZ:** You can do this via their contact centre 0800 CERT NZ, or their online reporting tool: <https://www.cert.govt.nz/individuals/report-an-issue/>

„Do not go where the path may lead, go instead where there is no path and leave a trail.“

Ralph Waldo Emerson

## COVID-19 SHORT-TERM ABSENCE PAYMENT

The COVID-19 Short-Term Absence Payment is available for businesses, including self-employed people, to help pay their workers who cannot work from home while they wait for a COVID-19 test result.

The Short-Term Absence Payment is available from 9 February 2021. It's to help businesses keep paying eligible workers who:

- cannot work from home, and
- need to miss work to stay home while waiting for a COVID-19 test result (in line with [public health guidance](#)).

There's a one-off payment of \$350 for each eligible worker. You can only apply for it once, for each eligible worker, in any 30-day period (unless a health official or doctor tells the worker to get another test).

It's also available to self-employed workers.

Anyone who is unwell should call Healthline on [0800 611 116](tel:0800611116) or talk to their doctor or health provider. Businesses should encourage their workers to do this if they're unwell.

See: <https://www.workandincome.govt.nz/covid-19/short-term-absence-payment/index.html>

## KEEPING GOOD RECORDS

Source: <https://www.employment.govt.nz/hours-and-wages/keeping-accurate-records/>

As an employer, you must keep wage and time, and holidays and leave records that comply with the Employment Relations Act 2000 and the Holidays Act 2003.

In particular, you must be able to show that you've correctly given your employees all minimum employment entitlements such as the minimum wage and annual holidays.

Good record-keeping makes sure that an employee's pay and leave are correct, prevents misunderstandings and protects the employer and the employee if there is a problem.

Your employees have the right to know everything you are recording on their file and have the right to see these records.

While all the record-keeping requirements may not seem necessary, they're needed to show a clear picture of each day in an employee's working year, that is, which days were worked, not worked, on leave and what type of leave, and so on.

This information is used to calculate different types of pay for such leave as annual holidays or sick leave, and entitlements such as parental leave.

For employers with fully computerised payroll software, maintaining the records can be easier, but they still need to check their payroll system to make sure it accurately records any changes to employees' hours and pay.

For employers with manual systems, it can be harder to stay on top of recording everything. If you don't understand or you don't think you're keeping accurate records of everything required, you can contact us.

### Ways to keep records and for how long

- Keep records on paper or electronically (as long as the information can be accessed easily and converted into written form).
- Keep wages and time records, and holiday and leave records for **seven years** (even if the employee has left).
- Keep a signed copy of the employment agreement, or current signed terms and conditions, or intended employment agreement (and employees must be given their copy if they ask for it).
- Keeping accurate records is easier if employees fill out timesheets.
- If an employment agreement (or workplace policy) says that employees need to fill out timesheets this can't be changed unless the employer and employee agree.
- If an employee doesn't put in timesheets correctly as agreed, this doesn't mean they don't get paid. In this situation, the employer and the employee should try to agree on what to do.

Not keeping the correct records could result in penalties.

A Labour Inspector can issue an infringement notice for breach of the record keeping requirements (an infringement offence)

Examples of record templates available on: <https://www.employment.govt.nz/hours-and-wages/keeping-accurate-records/>

„Ask yourself  
this question,  
will this matter  
a year from  
now?“

Richard Carlson

## ANTI OXIDANTS

Source: <https://www.healthline.com/nutrition/foods-high-in-antioxidants>

Antioxidants are compounds produced in your body and found in foods. They help defend your cells from damage caused by potentially harmful molecules known as free radicals. Here are the top 12 healthy foods that are high in antioxidants.

- 1. Dark Chocolate;** Dark chocolate is delicious, nutritious and one of the best sources of antioxidants. The higher the cocoa content, the more antioxidants the chocolate contains.
- 2. Pecans;** Pecans are popular nuts rich in minerals, healthy fats and antioxidants. They may also help raise blood antioxidant levels and lower bad cholesterol.
- 3. Blueberries;** They are rich in anthocyanins and other antioxidants that may help reduce the risk of heart disease and delay the decline in brain function that happens with age.
- 4. Strawberries;** Like other berries, strawberries are rich in antioxidants called anthocyanins, which may help reduce the risk of heart disease.
- 5. Raspberries;** Raspberries are nutritious, delicious and packed with antioxidants. Like blueberries, they are rich in anthocyanins and have anti-inflammatory effects in the body.
- 6. Kale;** Kale is one of the most nutritious greens on the planet, partly because it's rich in antioxidants. Regular kale is high in antioxidants, red varieties may contain more.
- 7. Red Cabbage;** Its red colour comes from its high content of anthocyanins, a group of antioxidants that have been linked to some impressive health benefits.

### The Bottom Line

Antioxidants are compounds that your body makes naturally. You can also get them from foods. They protect your body from potentially harmful molecules known as free radicals, which can accumulate and promote oxidative stress.

Written by [Ryan Raman](#)

## MOBILE HEALTH

The topics offered are presented by health professionals. Presenters are suitably qualified nurses, doctors, or other health professionals, usually currently practicing clinically. Their specialty areas include acute and chronic medicine, mental health, aged care topics, age related illness, women's health and emergency care. Rural sites choose topics from our Presenters Portfolio and we arrange the delivery of the education sessions.

For further information contact Sandra van Hout – [sandra@mobilehealth.co.nz](mailto:sandra@mobilehealth.co.nz)

The topics are chosen based on requests we receive so if there is a topic you would like contact us: <https://mobilehealth.co.nz/webinars/>

## SILVER RAINBOW

**Lesbian, Gay, Bisexual, Trans and Intersex (LGBTI)  
Education for Caregivers  
If you are interested, please contact**



Julie on Julie.Watson@kahuitukaha.co.nz to find out how you can book Silver Rainbow education for your organisation.

„Some people  
want it to  
happen, some  
wish it would  
happen, others  
make it  
happen.“

Michael Jordan

<p><i>“Goodbyes are not forever, Goodbyes are not the end. They simply mean I’ll miss you, until we meet again.”</i> <i>Author Unknown</i></p>	<p><b>NEWSLETTERS BACK ISSUES</b></p>
	<p>All newsletters are on my website including an alphabetical list of topics. This website is available to everybody: <a href="http://www.jelicatips.com">www.jelicatips.com</a> No password or membership required.</p> <p>I believe in having the data available to everybody as it is important that as many people as possible get the information and that we help each other as much as possible in this very challenging sector.</p>
	<p><b>HELP ME KEEPING THE DATABASE UP TO DATE!</b></p>
	<p>Changing positions? New email address? Let me know if your details are changing so I can keep the database up to date. If you know anybody else who would like to receive the newsletter please let me know and I will be happy to add them to our growing readers’ base. Thank you all for your contribution each month.</p> <p style="text-align: right;"><i>Jessica</i></p>

**Some interesting websites:**

[www.careassociation.co.nz](http://www.careassociation.co.nz); [www.eldernet.co.nz](http://www.eldernet.co.nz), [www.moh.govt.nz](http://www.moh.govt.nz); [www.careerforce.org.nz](http://www.careerforce.org.nz),  
[www.advancecareplanning.org.nz](http://www.advancecareplanning.org.nz); <http://www.bpac.org.nz/Public/admin.asp?type=publication&pub=Best>,  
<http://www.open.hqsc.govt.nz>; [www.safefoodhandler.com](http://www.safefoodhandler.com); [www.learnonline.health.nz](http://www.learnonline.health.nz);  
[www.nutritionfoundation.org.nz/about-nznf/Healthy-Ageing](http://www.nutritionfoundation.org.nz/about-nznf/Healthy-Ageing); [www.glasgowcomascale.org](http://www.glasgowcomascale.org);  
<https://www.health.govt.nz/our-work/disability-services/disability-publications/disability-support-services-newsletter>;  
<https://worksafe.govt.nz/>

Please note these sites are not necessarily endorsed by Jelica nor is it responsible for the contents within them.

The information contained in this publication is of a general nature and should not be relied upon as a substitute for professional advice in specific cases.

**REMEMBER!**

Send your feedback, suggestions and articles showcasing your local, regional and workforce activities for publication in future issues.

Text in Italics are the comment of the writer of this newsletter

This brings me to the end of this issue. I hope you enjoyed reading it and welcome any feedback you have. With your help I hope to keep this a very informative newsletter with something for everyone.

**CONFIDENTIALITY AND SECURITY**

- I send this with due respect to, and awareness of, the “The Unsolicited Electronic Messages Act 2007”.
- My contact list consists ONLY of e-mail addresses, I do not keep any other details unless I have developed personal contact with people or organisations in regard to provision of services etc.
- E-mail addresses in my contact list are accessible to no one but me
- Jelica Ltd uses Trend antivirus protection in all aspects of e-mail sending and receiving

Signing off for this month!!

*Jessica*

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- If you do not wish to continue to receive emails from me, all you need to do is e-mail me and write “Unsubscribe”. I will then remove you from my contact list (though I will be sorry to lose you from my list).
- If you know of others who you think would benefit from receiving my newsletter, please pass on my details and have them sending me an email with the subscribe request.