

Personal details removed for
proactive release.

Thank you for your email of 14 June 2025 in which you request the following under the Official Information Act 1982 (OIA):

"1. What is MFAT policy in regards to working days & hours for NZ embassies worldwide (in relation to local or NZ public holidays)?

2. Could you please list the days and the reason, when NZ Embassy in Indonesia was officially closed in 2024 and 2025?."

In response to part one of your request, Ministry of Foreign Affairs and Trade (Ministry) employees who are posted offshore to New Zealand Embassies and High Commissions receive 12 public holiday days. However, these days may be transferred to a day normally observed as a national holiday in the post country. Annually, administration managers elect the 12 public holiday dates that will be observed at the post for the next calendar year.

If there is an additional public holiday in the post country, which is not one of the 12 public holiday dates elected by the Embassy or High Commission, employees will either treat that day as a normal working day or take annual leave. Post hours are full-time (35-40 hours depending on local labour laws) however, in some location's appointment times are required for non-emergency requests e.g. administrative attestations. All posts have an after hours contact number for consular emergencies

Regarding part two of your request, please find enclosed a list detailing public holiday dates and reasons for closure of the New Zealand Embassy and New Zealand Mission to ASEAN in Jakarta, for 2024 and 2025.

Please note that it is our policy to proactively release our responses to official information requests where possible. Therefore, our response to your request (with your personal information removed) may be published on the Ministry website:

www.mfat.govt.nz/en/about-us/contact-us/official-information-act-responses/

If you have any questions about this decision, you can contact us by email at: DM-ESD@mfat.govt.nz. You have the right to seek an investigation and review by the Ombudsman of this decision by contacting www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā

A handwritten signature in black ink, appearing to be 'SC' followed by a stylized flourish.

Sarah Corbett
for Secretary of Foreign Affairs and Trade

Public Holidays – Post annual return 2024

Post

JAKARTA

**Return for
calendar year**

2024

**Annual
entitlement**

Posts are entitled to observe 12 public holidays during each calendar year, representing a mixture of New Zealand and Indonesian holidays. The post closure days are paid public holidays for SEP, and annual leave for SNZ.

**Public
holidays**

The public holidays that will be observed at this Post for the coming year are:

No.	Day and date	Holiday *
1	Monday 1 January	New Year's Day
2	Thursday 8 February	Isra Mi'raj
3	Monday 12 February	In lieu of Lunar New Year
4	Friday 29 March	Good Friday
5	Wednesday 10 April	Eid Al Fitri (TBC)
6	Thursday 11 April	Eid Al Fitri (TBC)
7	Wednesday 1 May	Labour Day
8	Monday 17 June	Eid Al Adha
9	Monday 19 August	In lieu of Independence Day
10	Monday 28 October	NZ Labour Day
11	Wednesday 25 December	Christmas Day
12	Thursday 26 December	Boxing Day
12 Total Public Holidays		
Post Closure Days – Jakarta will observe the following 3 Closure Days		
Friday 27 December		Closure (public holiday for SEP)
Monday 30 December		Closure (public holiday for SEP)
Tuesday 31 December		Closure (public holiday for SEP)

Return completed by:

Name

Kura Hakaraia

Position

Counsellor
(Management)/Consul

Date

3 OCT 2023

Please email your completed return to the PEP Payroll mailbox

Public Holidays – Post annual return 2025

Post

JAKARTA

**Return for
calendar year**

2025

**Annual
entitlement**

Posts are entitled to observe 12 public holidays during each calendar year, representing a mixture of New Zealand and Indonesian holidays. The post closure days are paid public holidays for SEP, and annual leave for SNZ.

**Public
holidays**

The public holidays that will be observed at this Post for the coming year are:

No.	Day and date	Holiday *
1	Wednesday 1 January	New Year's Day
2	Monday 27 January	Isra Mi'raj
3	Wednesday 29 January	Lunar New Year
4	Monday 31 March	Eid Al Fitri (TBC)
5	Tuesday 1 April	Eid Al Fitri (TBC)
6	Friday 18 April	Good Friday
7	Friday 6 June	In lieu of Eid Al Adha
8	Friday 20 June	Matariki
9	Monday 18 August	In lieu of Independence Day
10	Monday 27 October	NZ Labour Day
11	Thursday 25 December	Christmas Day
12	Friday 26 December	Boxing Day
12 Total Public Holidays		
Post Closure Days – Jakarta will observe the following 3 Closure Days		
Monday 29 December		Closure (public holiday for SEP)
Tuesday 30 December		Closure (public holiday for SEP)
Wednesday 31 December		Closure (public holiday for SEP)

Return completed by:

Name

Josh Bibby

Position

Attache and Vice-Consul

Date

26 June 2024

Please email your completed return to the PEP Payroll mailbox