

*Victorian Catholic Education Multi-Enterprise
Agreement 2018*

Implementation Guide for Schools

Personal Leave Deductions (Teachers)

1 March 2019

1. Overview

The requirements for the deductions of personal leave are set out in clause 30.1(g) of the *Victorian Catholic Education Multi Enterprise Agreement 2018* ([VCEMEA](#)), as follows:

The Employer shall deduct from the Employee's personal leave credit to the limit of the credit available any hours the Employee has been absent.

The Independent Education Union Victoria Tasmania (IEU) and the Employers, through their representative, the Catholic Education Commission of Victoria Limited (CECV), have agreed to revise the previous guidance note (Personal Leave Deductions) with further examples of the gross up model of personal leave deductions as set out in this Implementation Guide.

The Implementation Guide provides examples for the deduction for personal leave for both full-time and part-time teachers. This Guide should be read in conjunction with the Guidance Note on attendance time for teachers.

2. Principles

- 2.1 Where a full-time teacher, or a part-time teacher who normally works for the whole school day, is **absent for the whole day** due to personal leave, 7.6 hours should be deducted from the teacher's personal leave credits.
- 2.2 Where a full-time is **absent for part of a school day** due to personal leave, deductions are based on the proportion of the instructional day for which the teacher is absent using the formula below:

$$\text{Personal leave deduction} = \frac{\text{Hours absent during instruction time}}{\text{Hours of Instructional Time in a day}} \times 7.6$$

- 2.3 Where part-time teacher is **absent for part of a school day** due to personal leave, deductions are based on the proportion of the instructional day for which the teacher is absent taking account of engagement time for that day using the formula below (Refer example 4)

$$\text{Personal leave deduction} = \frac{\text{Hours absent during instruction time}}{\text{Hours of Instructional Time in a day}} \times 7.6$$

- 2.3 The following definitions apply:

Hours absent during instruction time means the number of hours that the teacher is absent during the school's instruction time.

Hours of Instructional Time in a day means the number of hours that the school has for student instruction during the school day (excluding recess and lunch time) subject to the following:

- Includes scheduled home room duties for secondary schools
- commences when students are required to be in attendance in their classroom for the start of the school day for primary schools.

2.4 Example – Secondary school

A secondary school has the following instruction day for students:

Homeroom	Class	Class	Recess	Class	Class	Lunch	Class
8.45 – 9.00	9.00 – 10.00	10.00 – 11.00	11.00 – 11.30	11.30 – 12.30	12.30 – 1.30	1.30 – 2.30	2.30 – 3.30

The Hours of Instructional Time in a day in this example will be 5.25 hours (ie 15 minutes of homeroom duties plus 5 hours of class time).

2.5 Example – Primary Schools

A primary school has the following instruction day for students:

Students are in class	Class	Class	Recess	Class	Class	Lunch	Class
8.45 – 9.00	9.00 – 10.00	10.00 – 11.00	11.00 – 11.30	11.30 – 12.30	12.30 – 1.30	1.30 – 2.30	2.30 – 3.30

In this example students are expected to be in the classroom at 8:45 am to commence the school day. Hours of Instructional Time in a day in this example will be 5.25 hours (ie 15 minutes plus 5 hours of class time).

2.6 Example – In and out absences

Where a teacher is absent during the school day, is not sick **and** the teacher has no scheduled classes during all of the absence then there is no deduction of personal leave.

Example

A teacher is absent from 11:30 am until 1:30 pm for a medical appointment and has no scheduled classes during this time then there is no deduction for personal leave.

Class	Class	Recess	No Class	No Class	Lunch	Class
9.00 – 10.00	10.00 – 11.00	11.00 – 11.30	11.30 – 12.30	12.30 – 1.30	1.30 – 2.30	2.30 – 3.30

The teacher is absent for 2 hours of instructional time

3. Recommended approach

Full day absence

Where a full-time or part-time teacher who normally attends for the whole school day is absent from work due to personal leave for a full school day, a deduction of 7.6 hours should be made from the teacher's personal leave credits. This is because the teacher misses all instructional time as seen in the formula below:

Home room / Students in class	Class	Class	Recess	Class	Class	Lunch	Class
8.45 – 9.00	9.00 – 10.00	10.00 – 11.00	11.00 – 11.30	11.30 – 12.30	12.30 – 1.30	1.30 – 2.30	2.30 – 3.30

Teacher is absent for the whole school day (5.25 hours of instruction time)

$$\frac{\text{Hours absent during instruction time}}{\text{Hours of Instructional Time in a day}} \times 7.6 = (5.25 / 5.25) \times 7.6 = 7.6 \text{ hours}$$

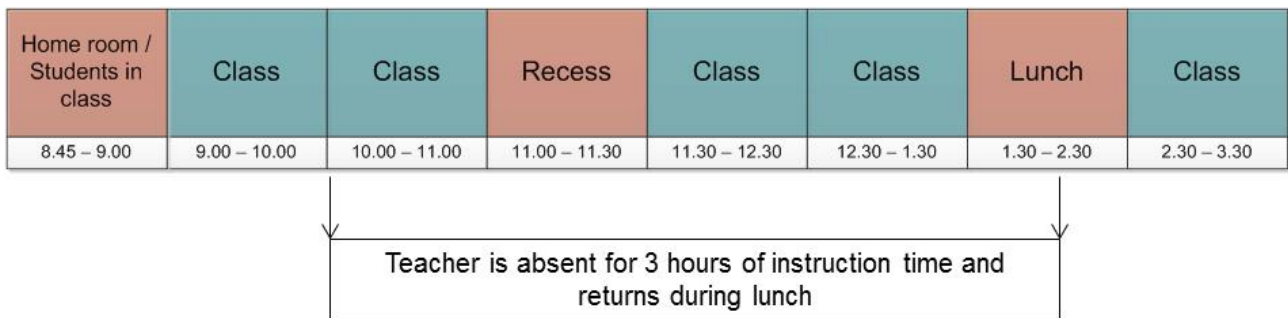
Part day absence

Where a teacher is absent from work due to personal leave for part of a school day, then the personal leave deduction is determined by the proportion of hours that the teacher is absent from school during the instructional time (excluding recess and lunch).

$$\text{Personal leave deduction} = \frac{\text{Hours absent during instruction time}}{\text{Hours of Instructional Time in a day}} \times 7.6$$

Example 1

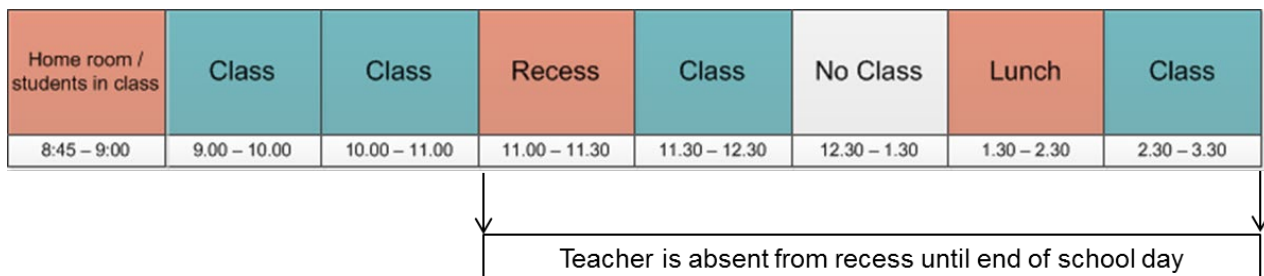
The school day has 5.25 hours of instruction time. A teacher is absent during the middle of the day for personal leave reasons (for example, to care for a sick child, but is able to return to work) for 3 hours of the instruction time, and returns during lunch.



$$\frac{\text{Hours absent during instruction time}}{\text{Hours of instructional time in a day}} \times 7.6 = (3.0 / 5.25) \times 7.6 = 4.34 \text{ hours}$$

Example 2

The school day has 5.25 hours of instruction time. A teacher becomes unwell and is absent from recess until the end of the day (3 hours of instruction time). The teacher does not have a class from 12.30 until 1.30 (excluding lunch).



$$\frac{\text{Hours absent during instruction time}}{\text{Hours of instructional time in a day}} \times 7.6 = (3.0 / 5.25) \times 7.6 = 4.34 \text{ hours}$$

Example 3 – Homeroom and Scheduled Assemblies

The school day has 5.25 hours of instruction time. A teacher is absent from the start of **instruction time** (including home room/scheduled assemblies) until the end of recess (2.25 hours of instruction time). (For example, they need to care for a sick child in the morning until a grandparent can arrive).

Home room / Students in class	Class	Class	Recess	Class	Class	Lunch	Class
8.45 – 9.00	9.00 – 10.00	10.00 – 11.00	11.00 – 11.30	11.30 – 12.30	12.30 – 1.30	1.30 – 2.30	2.30 – 3.30

Teacher is absent from **the start of instruction time** until recess

$$\frac{\text{Hours absent during instruction time}}{\text{Hours of instructional time in a day}} \times 7.6 = (2.25 / 5.25) \times 7.6 = 3.26 \text{ hours}$$

Example 4 – Part-Time Teacher

The school day has 5.25 hours of instruction time. A part-time teacher commences at 10:00 am and finishes at 12:30 pm. The teacher is absent due to personal leave for this day. The teacher has missed 2 hours of instruction time.

Home room / students in class	No Class	Class	Recess	Class	No Class	Lunch	No Class
8:45 – 9:00	9:00 – 10:00	10:00 – 11:00	11:00 – 11:30	11:30 – 12:30	12:30 – 1:30	1:30 – 2:30	2:30 – 3:30

Teacher is from 10 am to 12:30 pm

$$\frac{\text{Hours absent during instruction time}}{\text{Hours of instructional time in a day}} \times 7.6 = (2.00 / 5.25) \times 7.6 = 2.89 \text{ hours}$$

Example 5 – End of day

The school day has 5.25 hours of instruction time. A full-time teacher is absent due to ill health from 1.30pm and does not return to school. The teacher does not have classes during the absence. In this instance there would be a deduction for personal leave. The teacher has missed 1 hour of instruction time. (Excluding lunch).

Home room / students in class	No Class	Class	Recess	Class	No Class	Lunch	No Class
8:45 – 9:00	9:00 – 10:00	10:00 – 11:00	11:00 – 11:30	11:30 – 12:30	12:30 – 1:30	1:30 – 2:30	2:30 – 3:30

Teacher is absent from 1:30 pm

$$\frac{\text{Hours absent during instruction time}}{\text{Hours of instructional time in a day}} \times 7.6 = (1.00 / 5.25) \times 7.6 = 1.45 \text{ hours}$$

Example 6 – Position of leadership

The School day has 5.25 hours of instruction time. A Teacher with a POL is absent due to ill health from 11.30am and does not return to school. The Teacher does not have any classes during the absence. In this instance there would be a deduction for personal leave. The Teacher has missed 3 hours of instruction time from 11.30 to the end of the school day (excluding Recess and Lunch).

Home room / students in class	No Class	No Class	Recess	No Class	No Class	Lunch	No Class
8:45 – 9:00	9:00 – 10:00	10:00 – 11:00	11:00 – 11:30	11:30 – 12:30	12:30 – 1:30	1:30 – 2:30	2:30 – 3:30

Teacher with POL is absent from 11:30 am

$$\frac{\text{Hours absent during instruction time}}{\text{Hours of instructional time in a day}} \times 7.6 = (3.00 / 5.25) \times 7.6 = 4.34 \text{ hours}$$

4. Further queries and information

Any queries in relation to the implementation of these interim arrangements should be directed to the Employee Relations Unit on 03 9267 0431 or ceoir@cem.edu.au.

A full copy of the *Victorian Catholic Education Multi Enterprise Agreement 2018* can be found on the Catholic Education Commission of Victoria limited website at www.cecv.catholic.edu.au.