

Notice of work for Relevant Employer during parental leave

Name:		C Number:	
Position:			
School/Office:			
Employee parental leave details			
Period of leave	Start date:	End date:	Total weeks:
Details of work for Relevant Employer during parental leave			
<input type="checkbox"/> I intend to commence a fixed term contract with a Relevant Employer (that is, another employer in Catholic education in Victoria) as per the details below.			
Relevant Employer:		Position:	
Period of work	Start date:	End date:	Total weeks:
Additional Information			
Additional comments (if any):			
Employee signature:		Date:	
Employer response			
<input type="checkbox"/> I confirm the Employee has notified me of work for a Relevant Employer during parental leave.			
Additional comments (if any):			
Employer signature:		Date:	

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Guidance Notes for Employees:

- Read clause 15 'Paid work during parental leave' (especially 15(5)-(7)) of Appendix 1. Providing this completed form to your Employer satisfies the requirement in clause 15(5).
- Only use this form if the other employer is a 'Relevant Employer' under the VCEMEA. A 'Relevant Employer' means Employers of Catholic Education Offices and Employers of primary, secondary and special Catholic schools in Victoria other than Xavier College).
- Provide to your Employer prior to commencing work with the Relevant Employer.
- You are required only to notify your Employer, not obtain their consent.
- You are not required to notify your Employer or use this form if the work for the Relevant Employer is on a casual basis (e.g. emergency teaching, casual relieving).
- If you are not sure of the exact dates (e.g. if you are replacing a staff member on sick leave and the end date may be extended) make a note of such in 'Additional comments' and provide as much information as you can.

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Guidance Notes for Employers:

- Read clause 15 'Paid work during parental leave' (especially 15(5)-(7)) of Appendix 1. Providing this completed form to you satisfies the requirement in clause 15(5).
- The Employee is required only to notify you, not obtain your consent.
- The Employee is not required to notify you or use this form if the work for the Relevant Employer is on a casual basis (e.g. emergency teaching, casual relieving).
- Complete and return to the Employee as soon as practicable. Retain a copy for the school's records.