

in reply please quote:

GE14/0014

19 May 2014

CIRCULAR TO PARISH PRIESTS, LEADERS OF RELIGIOUS CONGREGATIONS, AND PRINCIPALS OF CATHOLIC SCHOOLS IN VICTORIA

VCEMEA 2013 Implementation – Changes to leave recording from days to hours

MAIN POINTS

- The circular dated [7 February 2014](#) regarding the implementation the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA 2013), under key issues for schools, noted that there were changes to personal leave, compassionate leave, parental leave and long service leave.
- The circular did not specifically identify that one of the important changes, as agreed in the VCEMEA 2013, was that leave was now to be recorded in hours rather than days and there was also no specific date indicated for its implementation.
- The conversion of days to hours was completed by the Catholic Education Office Melbourne at the rollover of personal and annual leave entitlements in March 2014.
- It appears that these changes caused a degree of concern and confusion for some schools and the Office apologises for any inconvenience caused by the lack of clarity regarding the timing of the implementation of this change. Unfortunately during the conversion of leave data, records prior to 2005 were not migrated. This has since been rectified.

ACTIONS REQUIRED

- Schools should note that leave is now to be recorded in hours rather than days on the Personnel Record System (PRS) on the CEVN website <http://cevn.cecv.catholic.edu.au> under *Staffing & IR* / [Personnel](#).

CONTACT/ENQUIRIES

- For problems accessing the Personnel Record System contact the IT Helpdesk on 03 9267 0422 or via email ICTsupport@ceomelb.catholic.edu.au.
- For queries regarding the Personnel Record System contact Ms Barbara Goodwin on 03 9267 0228 or via email online.staffing@ceomelb.catholic.edu.au.
- For queries on the implementation of the VCEMEA 2013 contact the Industrial Relations Unit on 03 9267 0431 or via email ceoir@ceomelb.catholic.edu.au.



Stephen Elder
EXECUTIVE DIRECTOR