

Annual Leave – Category A and Category D employees



Annual leave allows an employee to be paid while having time off work.

A full time employee is entitled to four weeks' annual leave in respect of each school year.

Part time employees receive annual leave entitlements on a pro rata basis.

Categories of employees and leave

Under the *Victorian Catholic Education Multi Enterprise Agreement 2013 (VCEMEA)*:

A Category A employee is an employee who normally works 48 weeks per year and receives four weeks paid annual leave per year.

A Category B employee is an employee who normally works during the school term time only and receives paid school holidays. Employees will be deemed to have taken any entitlement to four weeks annual leave during their paid school holidays.

A Category C employee is an employee who normally works 45 weeks per year and receives seven weeks paid school holidays. Employees will be deemed to have taken any entitlement to four weeks annual leave during their paid school holidays.

A Category D employee is an employee who works during school term time only, receives four weeks paid annual leave per year and is stood down at other times.

Casual employees are not entitled to annual leave.

Annual Leave

A Category A or Category D employee is entitled to four weeks paid annual leave per year of service. Annual leave will accrue weekly and may be taken, unless otherwise agreed, at a mutually agreed time, preferably during the school holidays. Annual leave is exclusive of public holidays. Annual Leave does not accrue whilst an employee is on any form of unpaid leave.

Employees may elect to take annual leave in single day periods not exceeding five days in any calendar year with the consent of the employer at mutually agreed times.

A Category A employee who suffers personal ill health or an accident whilst on annual leave is entitled to have an equivalent period of annual leave re-credited and the same period of accrued personal leave deducted, provided the employee supplies a medical certificate or statutory declaration as soon as practicable.



Accrued Leave

To assist employees balance their work and family responsibilities, an employee with an entitlement to annual leave may elect to accrue and carry forward any amount of annual leave for a period of two years.

If an employee elects to carry over leave and the two year carry over period ends, an employer may, on the provision of reasonable notice, direct the employee to take leave so long as that direction is reasonable.

Annual leave may be taken in two or more separate periods and/or taken in advance with the consent of the employer, provided that where a workplace is closed, employee's may choose to take the period of closure as either leave without pay or annual leave in advance.

An employee may request payments in advance for the period of annual leave and, provided that at least four weeks' notice is given to the employer, payment shall be made in advance.

Pro-Rata Payment – Accrued Leave

Category A and Category D employees are entitled to a pro-rata payment of accrued annual leave on termination of employment.

In addition to this payment, any other accrued annual leave for previous years should also be paid out.

References

- *Victorian Catholic Education Multi Enterprise Agreement 2013* (clause 25)