

Request to work outside Catholic education 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 outside of Catholic education during parental leave			
<input type="checkbox"/> I request to engage in paid work for an employer outside of Catholic education in Victoria (details below).			
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 consent to the Employee engaging in the paid work detailed above for an employer outside of Catholic education in Victoria. OR <input type="checkbox"/> I do not consent to the employee engaging in the paid work detailed above for an employer outside of Catholic education in Victoria (note that consent must not be unreasonably withheld).			
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(8)) of Appendix 1.
- Only use this form if the other employer is NOT a 'Relevant Employer' under the VCMEA. A 'Relevant Employer' means Employers of Catholic Education Offices and Employers of primary, secondary and special Catholic schools in Victoria other than Xavier College. This form is used, for example, if you are seeking to work for a government or independent school or outside of the education sector.
- Provide to your Employer prior to commencing work with another employer.
- It is necessary to obtain consent from your Employer but, under the VCMEA, your Employer must not unreasonably withhold consent.
- If you are using this form to obtain consent to undertake casual work (e.g. to be on the emergency teacher list at an independent school) and therefore do not have fixed dates, note this under 'Additional information'.
- 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.
- During any period of work for the employer outside of Catholic education, you must not engage in any conduct inconsistent with my contract of employment with my current Employer.

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Guidance Notes for Employers:

- Read clause 15 'Paid work during parental leave' (especially 15(8)) of Appendix 1.
- Only use this form if the other employer is outside of Catholic education in Victoria (e.g. Department of Education, independent school, employment outside of the education sector).
- Only use this form if the other employer is NOT a 'Relevant Employer' under the VCMEA. A 'Relevant Employer' means Employers of Catholic Education Offices and Employers of primary, secondary and special Catholic schools in Victoria other than Xavier College. This form is used, for example, if the Employee is seeking to work for a government or independent school or outside of the education sector.
- It is necessary for the Employee to obtain your consent but, under the VCMEA, you must not unreasonably withhold consent. This means that you must have a very good reason to refuse consent. We recommend discussing the matter with the IR Unit before withholding consent.
- Complete and return to the Employee as soon as practicable. Retain a copy for the school's records.