

*Victorian Catholic Education Multi-Enterprise
Agreement 2018*

Information Sheet for Schools

Calculation of half pay parental leave

July 2019

Parental Leave (Appendix 1)

Half Pay Parental Leave (Appendix 1, clause 4, paragraph 9-11)

Under the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (VCEMEA), an Employee who is eligible for paid maternity leave or paid adoption leave, may choose to take their paid parental leave at the weekly rate of pay for half the Employee's ordinary hours of work over double the time (**Half Pay Leave**).

This means that if an Employee elects to take Half Pay Leave, they will receive the same pay entitlements as an Employee who did not elect to observe Half Pay Leave.

For example, an Employee who is eligible for 14 weeks paid maternity leave and combines that with two weeks of paid school holidays, has a total of 16 weeks of paid leave, and may elect to observe that entitlement at full pay for 16 weeks or at half pay for 32 weeks.

In practical terms, this requires an Employer to calculate the total monetary sum of what an Employee would have been paid if they accessed paid maternity or adoption leave at full pay. This amount is calculated by taking into account the 14 weeks of paid leave plus any school holidays and public holidays which fall within those 14 weeks, as well as pay increases and increments that occur during that initial period. A person accessing Half Pay Leave, then has this amount of money paid over double the time.

NOTE: In some circumstances, the total period of Half Pay Leave an Employee receives may not be exactly double the time compared to if that Employee had taken parental leave at full pay.

The total period will depend upon the timing of the leave as to the exact length of the Half Pay Leave and it may then be approximately double the time compared to paid maternity leave at full pay.

It is recommended that a school clearly outlines how the Half Pay Leave will apply for an Employee prior to that Employee deciding to take their entitlement at half pay.

Half Pay Leave calculator

The half pay calculator assists schools by calculating the payments to be made to Teachers, Deputy Principals and Category B employees accessing Half Pay Leave.

The half pay parental leave calculator is available [here](#).

The half pay parental leave calculator is also a useful tool to help a school explain to an Employee how the half pay entitlement will apply.

When an Employee elects to receive Half Pay Leave schools should note the following:

Pay increases and increments

- The Employee is only entitled to pay increases or increments in the initial period of paid maternity leave or adoption leave (the first 14 weeks, plus any school holidays and public holidays). For example, where an Employee who has a total of 16 weeks of paid leave (14 weeks of paid parental leave and two weeks of paid school holidays) and is observing that leave as Half Pay Leave over approximately 32 weeks, the Employee is entitled to a pay rise that is scheduled in the first 16 weeks, but is not entitled to a pay rise that is scheduled in the second 16 weeks.
- The period of Half Pay Leave observed beyond the initial period of paid maternity leave or the initial period of paid adoption leave, will not be counted as approved service when considering a "year of experience" for the purposes of incremental progression. This means that only the initial 14 weeks of paid maternity leave combined with any period of paid school holidays or public holidays which fall within the initial 14 weeks will be considered approved service towards a "year of experience" for the purposes of incremental progression.

School holidays and public holidays

- An Employee will not receive additional pay (other than payment for the Half Pay Leave) or have the period of paid leave extended by any public holidays or school holidays that fall within the second half of the period of Half Pay Leave.
- During Half Pay Leave, school holiday pay and public holidays which the Employee is entitled to, continue to be paid at the half pay rate. This includes periods of Half Pay Leave which fall over the Term 4 school holiday period.
- Pursuant to clause 25.7(b), the period of Half Pay Leave will result in proportional adjustments to school holiday pay and leave loading using the formula under clauses 25.6 and 25.8 of the VCEMEA. Importantly, the formulas should be applied

as if the Employee had taken parental leave at full pay. This means that when electing to take Half Pay Leave, an Employee will receive a pro-rata school holiday pay and leave loading entitlement the same as if they had taken paid parental leave at full pay. Depending on the timing of the period of leave, the pro-rata school holiday and annual leave loading payment will generally be calculated in the year that the initial period of leave ends (see specific examples at the end of this Information Sheet)

- A pro-rata payment will also apply when an Employee seeks to take a period of long service leave at the completion of their period of Half Pay Leave.

NOTE: Scenarios are provided at the end of the Information Sheet to help schools understand an Employee's entitlements to pro-rata holiday pay and annual leave loading upon taking a period of Half Pay Leave.

NOTE: An Employee does not receive full pay during school holidays and public holidays while on Half Pay Leave, the payments continue to be paid at half pay. This practice is different to that which applies when an Employee takes long service leave at half pay.

NOTE: When calculating pro-rata school holiday pay using the online [pro – rata school holiday calculator](#), schools should enter the Employee's

pay as if the Employee had taken parental leave at full pay and not as Half Pay Leave.

Accrual of other entitlements

- An Employee who elects to receive Half Pay Leave will accrue entitlements for the full period of the Half Pay Leave, at a rate equivalent to half their FTE. A school will not be required to amend an Employee's FTE on the OSR or PRS, this will occur automatically when an Employee elects to receive Half Pay Leave. ICON schools should contact the ICON help desk for specific assistance.
- An Employee who elects to receive Half Pay Leave and the period of Half Pay Leave continues from one school year into the next school year, will receive an entitlement to paid personal leave for that school year based upon half of their ordinary FTE.

Other matters

- An Employee cannot work a keeping in touch day during a period of Half Pay Leave.
- Fixed term Employees may elect to receive Half Pay Leave, however if an Employee's fixed term contract ends prior to the completion of the Half Pay Leave, the Employer must pay the Employee a lump sum amount equivalent to the balance of the Half Pay Leave not taken.
- An Employee cannot access any form of other paid leave whilst on Half Pay Leave. For example an Employee cannot take a period of long service leave during a period of Half Pay Leave.

Examples for calculating Half Pay Leave and pro-rata school holiday pay

Scenario 1 – Paid leave (full pay) will finish before the end of the school year, but Half Pay Leave will finish during the following school year

Paid Leave entitlement

A Full-time T2-6 Teacher elects to take Half Pay Leave. The teacher begins their period of leave at the beginning of week 3 of Term 3, 29 July 2019.

Term 3 is 10 weeks long. The Melbourne Cup public holiday falls within the first 14 weeks of the Teacher's period of parental leave. The Teacher would also be entitled to the Term 3 holidays as it falls within the first 14 weeks of the leave.

If the Teacher was to take their entitlement at full pay, then the Teacher would receive 81 days of payment, made up of 14 weeks' of paid parental leave (70 days), 2 weeks of paid Term 3 school holidays (10 days) and 1 public holiday (1 day). This amounts to 81 days of payment, or 16.2 weeks of leave.

Half Pay Leave

If the Teacher was accessing paid parental leave at full pay, (being the first 14 weeks + 2 weeks school holidays + 1 public holiday), this would finish on 18 November 2019.

When the payments for 81 days are paid over double the time, the Half Pay Leave period will finish on 10 March 2020.

Amounts payable

As the full pay period finishes after October 2019, the Employee is entitled to the wage increase which occurs during October 2019.

The amount which is payable to the Employee is therefore \$32,150.18. This payment will be spread out over 32.4 weeks.

Because the Half Pay Leave continues into the 2020 school year, the half pay payments will continue over the 2019 Term 4 school holiday period.

Pro-rata holiday pay and annual leave loading

In this case, because the Teacher's initial period of parental leave would have finished on 18 November 2019 (which is more than 15 days from the end of the school year), a pro rata school holiday pay and annual leave loading calculation should also be paid at the end of the 2019 school year, when these payments are processed for other employees.

The pro-rata school holiday and annual leave loading payments are in addition to the amounts being paid over the Half Pay Leave.

NOTE: When calculating pro-rata school holiday pay using the online [pro – rata school holiday calculator](#), schools should be entering the Employee's pay as if the Employee had taken parental leave at full pay and not as Half Pay Leave.

This means that a school should only be entering in salary at the full pay rate for the first 16.2 weeks of leave. A school should leave the fortnights after the first 16.2 weeks blank as if no salary was paid to the Employee during that period.

Please see below example of the half pay calculation.

HALF PAY PARENTAL LEAVE

School E Number:	E1400
School Name:	Training School
School Location:	Melbourne
First Pay period of year (end date)	01/02/2019
Employee Name:	Test
C Number:	C123456
Employee Type:	Teacher
Salary Level:	T2-6
FTE:	1.00
Parental Leave Start Date:	29/07/2019
Full Pay Finish Date:	18/11/2019
Half Pay Finish Date:	10/03/2020
First Full Pay period in April 2019	01/04/2019
Allowance Type 1	Nil
Allowance Type 2	Nil
Allowance Type 3	Nil

Full Pay Number of Days	81
Full Pay Amount Paid	\$ 32,150.18
Half Pay Number of Days	162
Half Pay Weeks	32.4
Half Pay Daily Amount	\$ 198.46
Fortnightly Pay Amount	\$ 1,984.58
Half Pay Amount Paid	\$ 32,150.18

Scenario 2 – Paid leave (full pay) and Half Pay Leave will finish in the school year after it has commenced

Paid Leave entitlement

A part-time T2-5 Teacher (FTE 0.6) elects to take Half Pay Leave. The Teacher begins their parental leave at the beginning of week 4 of Term 4, Monday 28 October 2019. Term 4 is 11 weeks.

The Melbourne Cup public holiday falls within the first 14 weeks of the Teacher's period of leave (and they usually work on a Tuesday). The Teacher would also be entitled to the Term 4 school holidays as that period falls within the first 14 weeks of the Teacher's period of paid parental leave.

If the Teacher was to take their entitlement at full pay, then the Teacher would receive 95 days of payment. 14 weeks of paid parental leave (70 days), 5.2 weeks of school holidays (26 days) and 1 Public Holiday (1 day). This totals 95 days or 19.4 weeks.

Half Pay Leave

If the Teacher was accessing paid parental leave at full pay (being the first 14 weeks + 5.2 weeks school holidays + 1 public holiday), this would finish on 6 March 2020.

When the payments for 95 days are paid over double the time, the Half Pay Leave period will finish on 19 July 2020.

Amounts payable

As the initial period of leave finishes prior to April 2020, the Employee would not be entitled to receive the April 2020 wage increase until the employee returned to work at a later stage.

The Employee would also not be entitled to their scheduled service increment from T2-5 to T2-6 as the initial period finishes prior to May 2020. The employee would receive the increment upon returning to work at a later stage.

The amount which is payable to the Employee is \$21,120.80. This payment will be spread over 38.8 weeks.

Pro-rata holiday pay and annual leave loading

In this scenario the part-time teacher would not receive a pro-rata payment in 2019 as the part-time teacher has (in effect) worked the full school year and has not had a change in time fraction (the initial period of parental leave continues into the 2020 school year).

However, the school would be required to complete a pro-rata school holiday pay calculation at the end of the 2020 school year. This is because the Employee's period of half pay leave that continues after 6 March 2020 (the end of the full pay entitlement) is not counted as service for the purposes of school holiday pay pursuant to clause 25.7 (b) of the VCMEA.

NOTE: When calculating pro-rata school holiday pay using the online [pro – rata school holiday calculator](#), schools should be entering the Employee’s pay as if the Employee had taken parental leave at full pay and not as Half Pay Leave. In this case, this means that a school should only be entering in salary at the full pay rate from the beginning of the school year until 6 March 2020

Please see below example of the half pay calculation

HALF PAY PARENTAL LEAVE

School E Number:	E1400
School Name:	Training School
School Location:	Melbourne
First Pay period of year (end date)	08/02/2019
C Number:	C1234567
Employee Name:	Test
Parental Leave Start Date:	28/10/2019
Employee Type:	Teacher
Salary Level:	T2-5
FTE:	0.60
Full Pay Finish Date:	06/03/2020
Half Pay Finish Date:	19/07/2020
First Full Pay period in April 2019	08/04/2019
Allowance Type 1	Nil
Allowance Type 2	Nil
Allowance Type 3	Nil

Full Pay Number of Days	95
Full Pay Amount Paid	\$ 21,120.80
Half Pay Number of Days	190
Half Pay Weeks	38
Half Pay Daily Amount	\$ 111.16
Fortnightly Pay Amount	\$ 1,111.62
Half Pay Amount Paid	\$ 21,120.80

Scenario 3 – Paid leave (full pay) and Half Pay Leave will commence and finish in the one school year

Paid Leave entitlement

A full-time Education Support Employee, Category B Level 2-4 elects to take Half Pay Leave. The Employee begins their period of leave at the beginning of week 4 of Term 1, Monday 18 February 2019.

Term 1 is 9.8 weeks. Four public holidays fall within the first 14 weeks of the Employee’s paid parental leave. The term 1 school holidays also fall within the first 14 weeks of the paid parental leave period.

If the Employee was to take their parental leave entitlement at full pay, the Employee would receive 84 days of payment which is 14 weeks of paid parental leave (70 days), 2 weeks of paid school holidays (10 days) and 4 public holidays (4 days). This totals 84 days or 16.8 weeks.

Half Pay Leave

If the Education Support Employee was accessing paid parental leave at full pay (being the first 14 weeks + 2 weeks of school holidays + 4 public holidays), this would finish on 13 June 2019.

When the payments for 84 days are paid over double the time, the Half Pay Leave period will finish on 9 October 2020.

Amounts payable

As the full pay period finishes on 13 June 2019, the Employee will be entitled to receive the April 2019 wage increase, as well as the service increment due in May 2019.

However, the Employee would not be entitled to the October 2019 wage increase until the Employee returned to work, as the October wage increase falls outside the initial full pay period.

The amount which is payable to the Employee is \$19,082.79 and this amount will be paid over 33.6 weeks (double 16.8 weeks).

Pro-rata holiday pay and annual leave loading

In this case, the Employee indicates that it is their intention to return to work at the completion of their period of Half Pay Leave. The period of Half Pay Leave will finish two days after the commencement of Term 4. The school and the Employee agree that the Employee can return to work for Term 4 and the Employee will be able to return to work after 9 October 2019.

If the Employee then works for the remainder of Term 4, the School will still be required to complete a pro-rata school holiday pay and annual leave loading calculation at the end of the 2019 school year (even though the employee has been receiving payments for the entire school year).

This is because the period between the end of the initial 16.8 weeks (full-pay entitlement), until the end of the Half Pay Leave period is not counted as service for the purposes of school holiday pay pursuant to clause 25.7 (b) of the VCMEA.

NOTE: When calculating pro-rata school holiday pay using the online [pro – rata school holiday calculator](#), schools should be entering the Employee’s pay as if the Employee had taken parental leave at full pay and not as Half Pay Leave. This means that in this case the school should only be entering in salary at the full pay rate for the first 16.8 weeks’ of leave. A school should leave the fortnights after the first 16.8 weeks blank as if no salary was paid to the Employee during that period.

Please see below example of the half pay calculation

HALF PAY PARENTAL LEAVE

School E Number:	E1400
School Name:	Training School
School Location:	Melbourne
First Pay period of year (end date)	08/02/2019
C Number:	C1234567
Employee Name:	Test
Parental Leave Start Date:	18/02/2019
May 2019 Increment	Yes
Employee Type:	Education Support Cat B
Salary Level:	ESB 2-4
FTE:	1.00
Full Pay Finish Date:	13/06/2019
Half Pay Finish Date:	09/10/2019
First Full Pay period in April 2019	08/04/2019
Allowance Type 1	Nil
Allowance Type 2	Nil
Allowance Type 3	Nil

Full Pay Number of Days	84
Full Pay Amount Paid	\$ 19,082.79
Half Pay Number of Days	168
Half Pay Weeks	33.6
Half Pay Daily Amount	\$ 113.59
Fortnightly Pay Amount	\$ 1,135.88
Half Pay Amount Paid	\$ 19,082.80

Frequently Asked Questions

Does an Employee receive a financial benefit from taking half pay leave?	<p>No, the total payment for half pay leave will be the same payment as if the employee had taken parental leave at full pay.</p> <p>In practical terms, an Employer will calculate the total monetary sum of what an Employee would have been paid if they accessed paid maternity or adoption leave at full pay. This amount is calculated by taking into account the 14 weeks of paid leave plus any school holidays and public holidays which fall within those 14 weeks, as well as pay increases and increments that occur during that initial period.</p> <p>A person accessing Half Pay Leave, then has this same amount of money, paid over double the time.</p>
How are school holiday and public holidays paid during a period of Half Pay Leave?	<p>During Half Pay Leave, school holiday pay and public holidays which the Employee is entitled to, continue to be paid at the half pay rate. This includes periods of Half Pay Leave which fall over the Term 4 school holiday period.</p> <p>This is different to what occurs when an Employee accesses long service leave at half pay.</p>
Does an Employee receive additional school holiday or public holiday entitlements by taking Half Pay Leave?	<p>No. An Employee will not receive additional pay (other than payment for the Half Pay Leave) or have the period of paid leave extended by any public holidays or school holidays that fall within the second half of the period of Half Pay Leave.</p>
How is pro-rata school holiday pay and annual leave loading calculated when an Employee takes Half Pay Leave?	<p>Pro-rata school holiday pay and annual leave are calculated based upon the entitlement to 14 weeks of full pay parental leave.</p> <p>When calculating pro-rata school holiday pay using the online pro – rata school holiday calculator, schools should enter the Employee’s pay as if the Employee had taken parental leave at full pay and not as Half Pay Leave.</p>

<p>By electing to take Half Pay Leave, can an Employee still receive their full entitlement to school holiday pay and annual leave loading?</p>	<p>No, when electing to take Half Pay Leave, an Employee will receive a pro-rata school holiday pay entitlement the same as if they had taken paid parental leave at full pay. See Appendix 1, Clause 4(11)(c) and Clause 25.7(b)).</p> <p>Depending on the timing of the period of leave, the pro-rata school holiday and annual leave loading payment will generally be calculated in the year that the initial period of leave would have ended (see specific examples included in the Information Sheet).</p>
<p>Can an Employee take a period of long service leave at the conclusion of their half pay leave to ensure that they do not have a period of leave without pay during the school year, thereby avoiding impact on their school holiday and annual leave loading payments?</p>	<p>No, an Employee who elects to take Half Pay Leave will always receive a pro-rata school holiday pay and annual leave loading payment regardless of whether they avoid a period of leave without pay by taking a period of long service leave at the conclusion of the half pay period</p> <p>Generally the pro-rata payment will occur in the year that the initial period of leave ends.</p> <p>This is because the period of Half Pay Leave observed beyond the initial period of paid leave (first 14 weeks) is not considered service for the purposes of school holiday pay and annual leave loading (see Appendix 1, Clause 4(11)(c) and Clause 25.7(b)).</p>
<p>Can an Employee take a period of other paid leave during a period of Half Pay Leave?</p>	<p>No, an Employee cannot take another form of paid leave during their period of Half Pay Leave. This includes long service leave.</p>
<p>Can an Employee undertake paid work with their Employer or another Employer during a period of Half Paid Leave?</p>	<p>No, an Employee is not eligible to undertake paid work while receiving half pay payments. This includes keeping in touch days.</p>
<p>Does an Employee receive increments and wage increases while on Half Pay Leave?</p>	<p>An Employee is only entitled to pay increases or increments which occur in the initial period of paid maternity leave or adoption leave (the first 14 weeks, plus school holidays and public holidays).</p>
<p>Is Half Pay Leave available for Fixed Term Employees?</p>	<p>Yes, however if an Employee's fixed term contract ends prior to the completion of the Half Pay Leave, the Employer must pay the Employee a lump sum amount equivalent to the balance of the Half Pay Leave not taken.</p>
<p>How do entitlements accrue during a period of Half Pay Leave?</p>	<p>An Employee will accrue entitlements for the period of Half Pay Leave at a rate equivalent to half their FTE.</p>

Further queries and information

Any queries in relation to this Information Sheet or the VCMEA 2018 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](#) is available on the CECV website.