

*Victorian Catholic Education Multi Enterprise
Agreement 2013*

Implementation Guide for Schools

Part 2A: Leave Entitlements

October 2017

1. Overview

The [2017 Memorandum of Understanding](#) (2017 MOU) between the Catholic Education Commission of Victoria Limited and Independent Education Union Victoria Tasmania provides for additional leave entitlements for school staff covered by the *Victorian Catholic Education Multi Enterprise Agreement 2013* ([VCEMEA](#)). These leave entitlements include:

- Parental Leave – half pay
- Parental Leave return to work arrangements
- Family and Domestic Violence Leave
- Cultural and Ceremonial Leave
- IEU Committee of Management Meetings

In addition, the CECV and IEU have agreed to revise the [guidance note](#) on personal leave deductions for implementation in the 2018 school year. Discussions will be held during Term 4, 2017 to address specific issues prior to implementation at the commencement of the 2018 school year.

2. Parental Leave – Half Pay

From 8 October 2017, employees, may elect to receive their parental payments at half pay.

There is no half pay for paid partner leave.

If an employee elects to take parental leave at half pay, the employee will receive the same amount of pay as their entitlement to full pay parental leave, but paid over about double the time.

If an employee receives paid parental leave at half pay, there will be no change to the employee's service or entitlement accruals, compared to if the leave had been taken at full pay.

The following arrangements will apply in relation to half pay parental leave:

- (i) the total payment for half pay will be the same payment as if the employee had received parental leave at full pay including if applicable pro-rata school holiday pay and annual leave loading
- (ii) the entitlement to pro-rata school holiday pay and annual leave loading remains the same as it would if the employee had taken full pay parental leave and is not affected by an employee taking half pay parental leave.. The entitlement to pro-rata school holiday pay and annual leave loading continues to be calculated on the entitlement to 14 weeks of full pay parental leave. the fortnightly salary payment during half pay parental leave will be half of the employee's fortnightly salary payment except for the last fortnight if an adjustment is required
- (iii) If the employee would have received a salary increment or salary increase whilst on full pay then the salary adjustment will apply to half pay
- (iv) During half pay parental leave school holiday pay and public holidays continue to be made at the half pay rate
- (v) Superannuation payments during half pay parental leave will be based on the half pay salary.

- (vi) Keeping in touch days will not apply during half pay parental leave
- (vii) For fixed term employees half pay parental leave is only available if the employee's parental leave payments fall within the term of the fixed term contract
- (viii) An employee cannot access any form of other paid leave whilst on half pay parental leave.

3. Parental Leave return to work arrangements

Where an employee returns to work from parental leave, and requests arrangements for facilitating and accommodating breast feeding, reasonable arrangements should be made.

4. Family and Domestic Violence Leave

From the 8 October 2017, an employee experiencing family violence (as defined in the *Family Violence Protection Act 2008* (Vic)) will be entitled to Family and Domestic Violence Leave as follows:

- 10 days for a Primary School Principal, Deputy Principal, Teacher, Category B Education Support Employee, Category B School Services Officer, School Adviser, Visiting Teacher or Category B Placed Teacher
- 13 days for Category C employees
- 15 days for all other employees.

The CECV will, in consultation with the IEU, issue guidance to schools on the implementation of this entitlement.

Due to confidentiality and privacy, leave codes have been established to de-identify this leave, and will therefore be titled 'Miscellaneous Special Leave' (paid or unpaid).

5. Cultural and Ceremonial Leave

From the 8 October 2017, employees of Aboriginal or Torres Strait Islander descent:

- Will be entitled to Cultural and Ceremonial Leave of up to 3 days per annum (non-cumulative and paid) for the purposes of attendance at any Aboriginal community meetings.
- Will be granted leave without pay for ceremonial purposes for the death of a member of their immediate family or extended family or other ceremonial obligations.

This leave is in addition to leave granted under the compassionate or bereavement leave provisions

6. IEU Committee of Management Meetings

An Employee elected to the Committee of Management of the Union will be entitled to paid leave to attend Committee of Management meetings.

This will normally involve 8 meetings per year (2 per term) and one day's training.

Where a school is required to engage an emergency teacher to replace the Committee of Management member the IEU will, on presentation of an invoice, reimburse the school for the cost of engaging an emergency teacher for the day.

7. Leave Codes

The following leave codes have been created for the new leave entitlements:

009PLH	Parental Leave (half pay)
615	Miscellaneous Special Leave (paid)
616	Miscellaneous Special Leave (unpaid)
620	Cultural and Ceremonial Leave (paid)
621	Cultural and Ceremonial Leave (unpaid)
625	IEU Committee of Management Leave

8. Further queries and information

Any queries in relation to the implementation of these interim arrangements should be directed to the Industrial Relations Unit on 03 9267 0431 or ceoir@cem.edu.au.

A full copy of the [Victorian Catholic Education Multi Enterprise Agreement 2013](#) and the [Memorandum of Understanding](#) can be found on the Catholic Education Commission of Victoria limited website at www.cecv.catholic.edu.au.