

School Holiday Pay



Some employees are entitled to school holidays without deduction of pay.

These employees will be deemed to have taken any entitlement to four weeks annual leave during school holidays.

School Holiday Pay

Primary Principals, Deputy Principals, Teachers and Category B Education Support and Category B School Services Officers are entitled to school holiday pay.

Category C Education Support and Category C School Services Officers are entitled to seven weeks of the school holidays without deduction of pay.

Pro-rata school holiday pay

Primary Principals, Deputy Principals, Teachers and Category B Education Support and Category B School Services Officers are entitled to pro-rata school holiday pay, and Category C Education Support and Category C School Services Officers have a pro-rata entitlement to seven weeks of the school holidays where:

- The employee is absent on approved leave without pay in excess of 15 working days in a school year, or
- The employee commenced employment more than 15 days after the commencement of the school year, or
- The employee ceased employment more than 15 days prior to the end of the school year, or
- The number of hours worked by the employee varies during the school year.

If an employee moves from one employer to another employer (both within Catholic education) during the school year without breaking continuity of service, pro-rata school holiday pay will not apply, unless any of the above apply.

Pro-rata school holiday pay calculations

All employees shall have pro-rata school holiday pay calculated in accordance with the provisions under the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCMEA).

References

- *Victorian Catholic Education Multi Enterprise Agreement 2013* (clause 25)
- Guidance Note – Recall and end of year attendance requirements – Category B employees
- Department of Education and Training