

Guidance Note – Personal Leave Deductions (Teachers)

Introduction

The requirements for the deduction of personal leave are set out in clause 30.1(g) of the [Victorian Catholic Education Multi Enterprise Agreement 2013](#) (VCEMEA).

The Employer shall deduct from the Employee's personal leave credit to the limit of the credit available any hours the Employee has been absent.

The Independent Education Union Victoria Tasmania (IEU) and the Employers through their representative, the Catholic Education Commission of Victoria Limited (CECV), have agreed to the recommended approach set out in this Guidance Note.

The Guidance Note also provides examples for the deduction for personal leave for both full-time and part-time teachers.

The examples provided in this Guidance Note are for illustrative purposes only.

This Guidance Note should be read in conjunction with the [Guidance Note](#) in relation to teacher attendance time.

Principles

Where a full-time teacher, or a part-time teacher who normally attends for the whole school day, is **absent for the whole day** due to personal leave, 7.6 hours should be deducted from the teacher's personal leave credits.

Where a teacher (part-time or full-time) takes personal leave during the school day but has **no scheduled duties** (classes, yard duty etc), no deduction should be made from personal leave.

Deductions for personal leave for **part of a school day** for both full-time and part-time teachers are based on the start of the school day for students and the end of the school day for students:

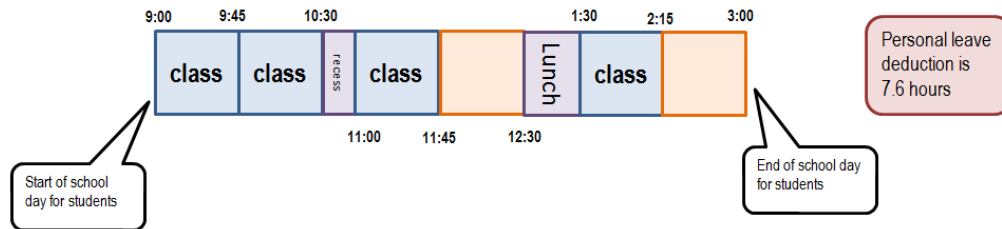
- For **full-time teachers** who are absent for part of a school day, the time to be deducted from personal leave is the time they are absent, but excluding any time before or after the school day for students.
- For **part-time teachers** who work for part of a school day, the time to be deducted from personal leave is the time they are absent based on the normal hours of work (the times that the part-time teacher normally starts and finishes), but excluding any time before or after the school day for students.

1. Recommended Approach

1.1 Full-time teachers

(i) Full day absence

Where a full-time teacher is absent from work due to personal leave for a full school day, a deduction of 7.6 hours should be made from the employee's personal leave credits.



(ii) Absence for part of the school day

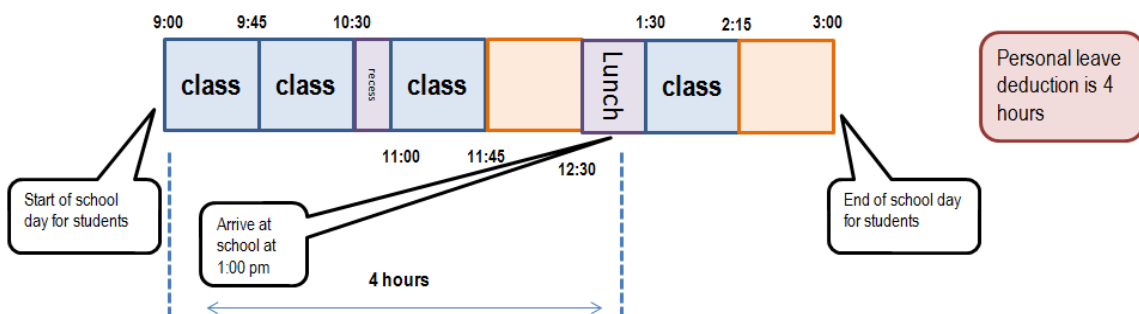
Where a full-time teacher is absent for part of a school day, then the deduction for personal leave is determined by the number of hours that the teacher is absent from the school during the school day including recess and lunchtime.

The commencement time for any absence must be no earlier than the time that students are expected to be in attendance.

The time that students are dismissed from school should be used to determine conclusion of the absence for personal leave.

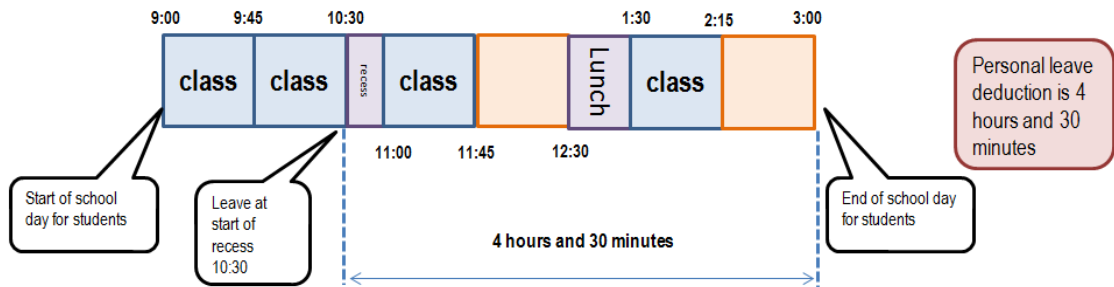
Example 1

The school day commences at 9.00am for students. A teacher is absent because of personal leave until 1.00pm. The personal leave deduction will be 4 hours.



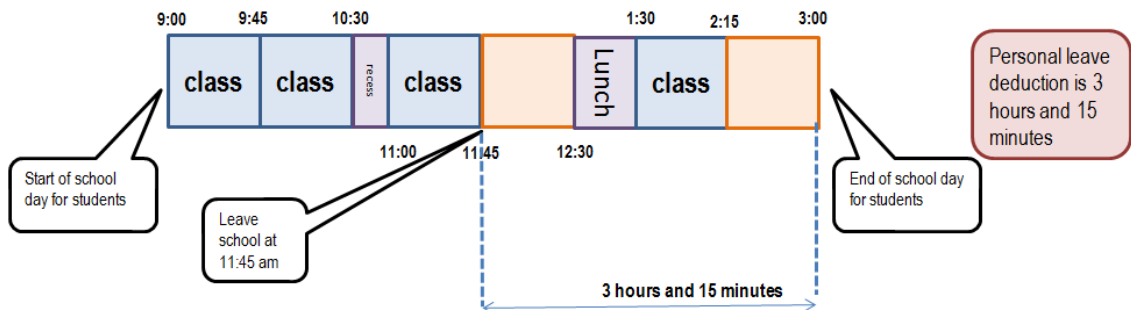
Example 2

Students are dismissed from school at 3.00pm. A teacher is absent because of personal leave from 10.30am. The personal leave deduction will be 4 hours and 30 minutes because of the absence between 10.30am and 3.00pm.



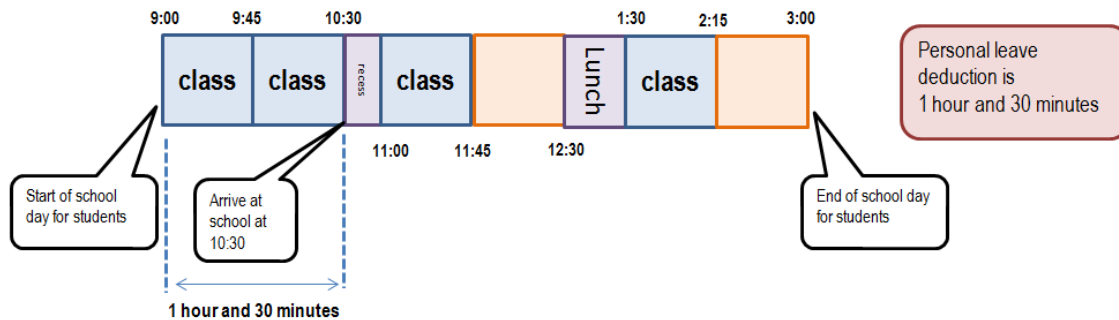
Example 3

Students are dismissed from school at 3.00pm. A teacher is absent because of personal leave from 11.45am. The personal leave deduction will be 3 hours and 15 minutes because of the absence between 11.45am and 3.00pm.



Example 4

The school day commences at 9.00am for students. The teacher is unable to work from 9.00am to 10.30am because of illness. The personal leave deduction will be 1 hour and 30 minutes.

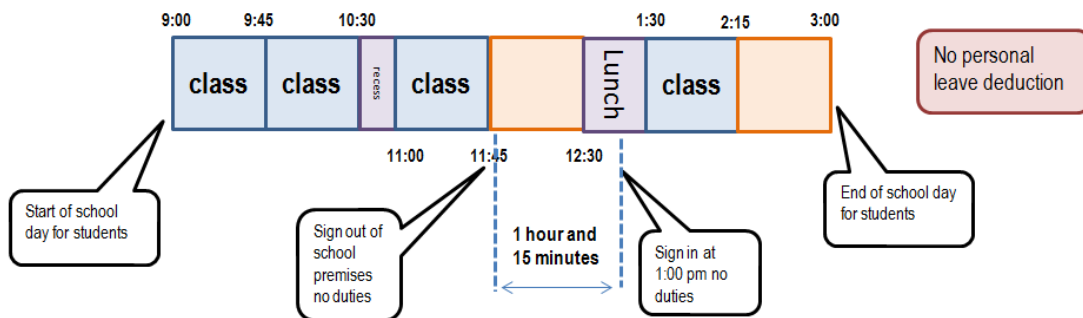


(iii) Absence for part of the day (in and out)

Where a teacher is absent during the school day where the teacher has no scheduled duties, there is no personal leave deduction for the absence.

Example 5

The teacher has no classes from 11.45am through to 1.30pm and is absent from 11.45am until 1.00pm because of personal leave. There is no personal leave deduction as there are no scheduled duties.

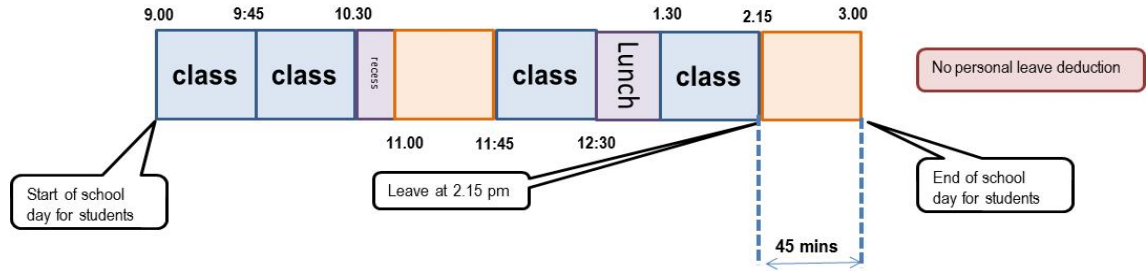


(iv) Absence for part of the day at the end of the school day

Where a teacher is absent at the school day where the teacher has no scheduled duties, there is no personal leave deduction for the absence.

Example 6

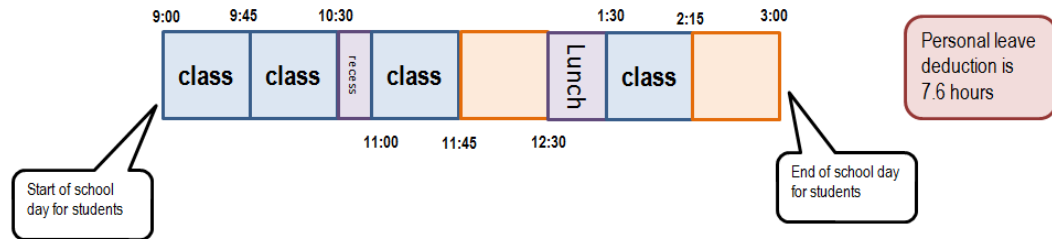
The teacher has no classes from 2.15 pm until the end of the school day for students and leaves the school due to illness. There is no personal leave deduction.



1.2 Part-time teachers

(i) Full day attendance – part-time teacher

Where the normal hours of work are a full school day for a part-time teacher and the part-time teacher is absent for the full school day then the personal leave deduction will be 7.6 hours.

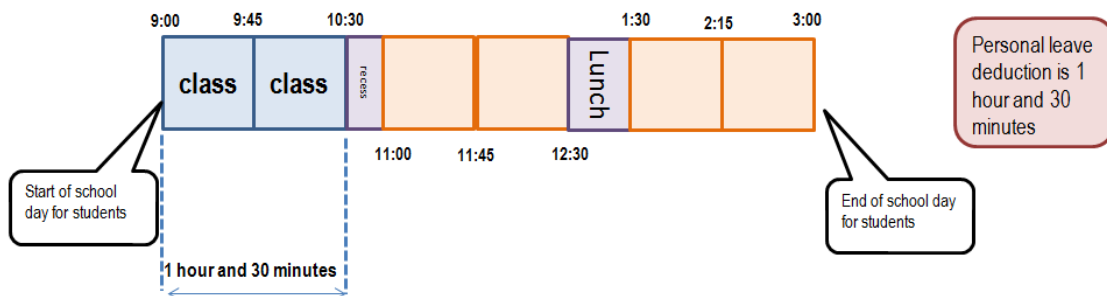


(ii) Part day attendance – part-time teacher

Where the normal hours of work for a part-time teacher is part of the school day, then the deduction for personal leave is determined by the number of hours that the teacher is absent from the school during the school day.

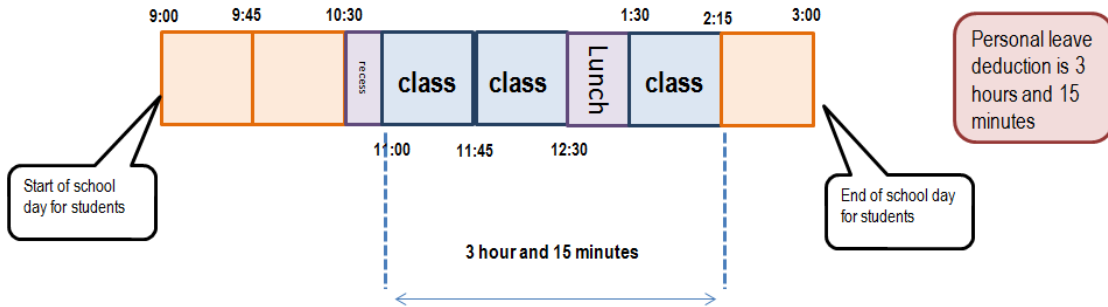
Example 7

The school day commences at 9.00am for students. A part-time teacher's normal hours of work on this day are between 9.00am and 10.30am. The teacher is unable to work because of illness. The personal leave deduction will be 1 hour and 30 minutes.



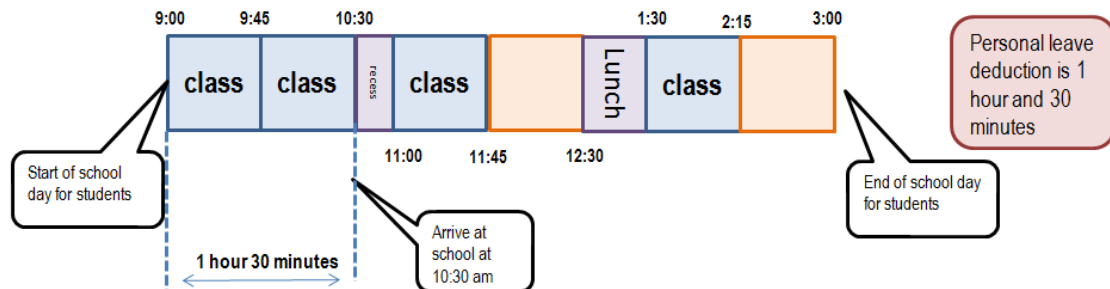
Example 8

The school day commences at 9.00am for students. A part-time teacher's normal hours of work on this day are between 11.00am and 2.15pm. The teacher is unable to attend work because of illness. The personal leave deduction will be 3 hours and 15 minutes because of the absence between 11.00am and 2.15pm.



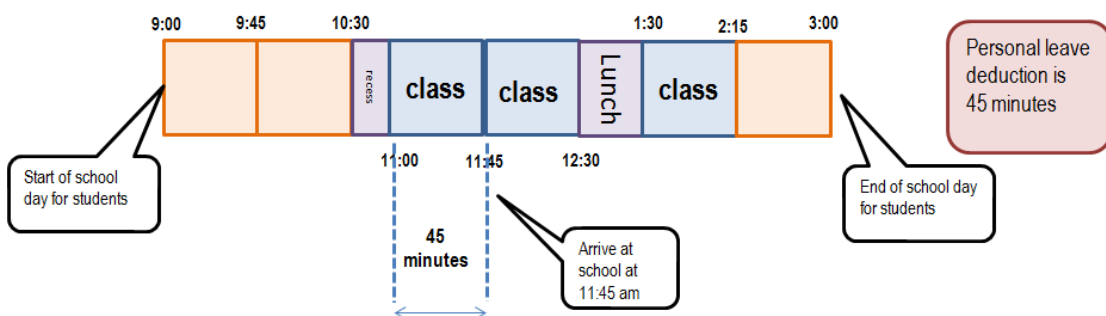
Example 9

The school day commences at 9.00am for students. A part-time teacher's normal hours of work on this day are between 9.00am and 2.15pm. The teacher is unable to attend work until 10.30am because of illness. The personal leave deduction will be 1 hour and 30 minutes because of the absence between 9.00am and 10.30am.



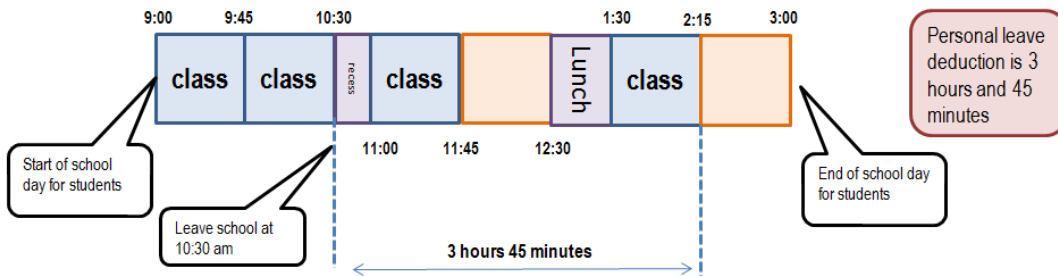
Example 10

The school day commences at 9.00am for students. A part-time teacher's normal hours of work on this day are between 11.00am and 2.15pm. The teacher is unable to attend work until 11.45am because of illness. The personal leave deduction will be 45 minutes because of the absence between 11.00am and 11.45am.



Example 11

The school day commences at 9.00am for students and concludes at 3.00pm. A part-time teacher's normal hours of work are between 9.00am and 2.15pm. The teacher leaves the school on this day at 10.30am due to illness. The personal leave deduction will be 3 hours and 45 minutes because the absence was from 10.30am until 2.15pm.

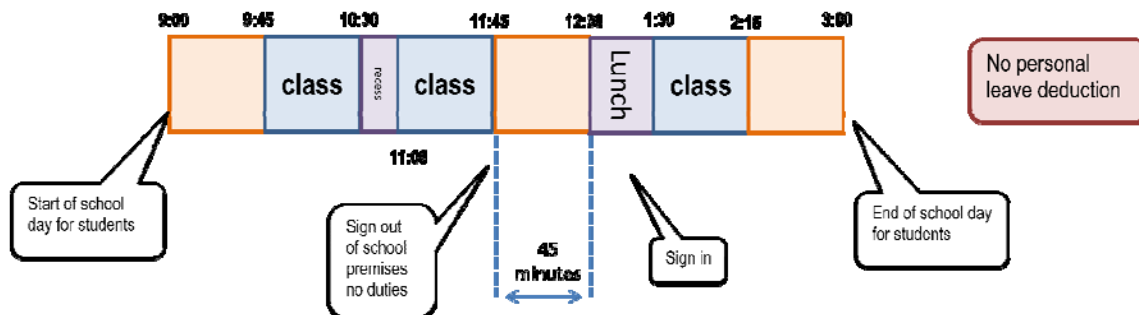


(iii) Absence for part of the day (in and out)

Where a part-time teacher is absent during a period of a school day where they have no scheduled duties, there is no personal leave deduction.

Example 12

A part-time teacher's normal hours of work on this day are between 9.45am and 2.15pm. The part-time teacher has no classes on this day from 11.45am through to 12.30pm and is absent because of personal leave. There is no personal leave deduction as there are no scheduled duties.

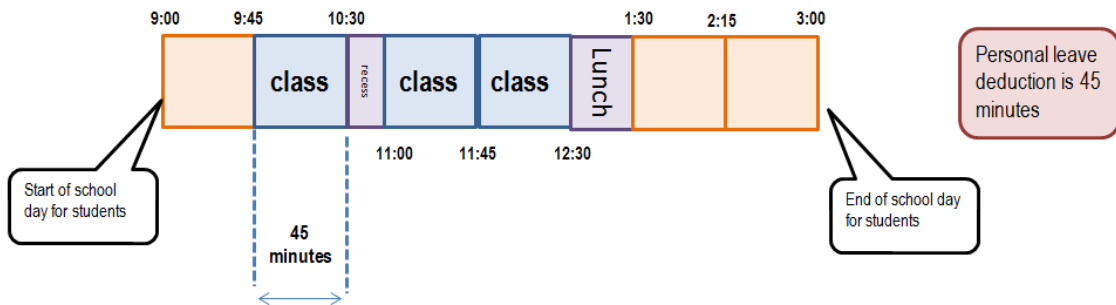


(iv) Absence for part of the day (arrives at school late)

Where a part-time teacher works for part of a school day then the deduction for personal leave is determined by the number of hours that the teacher is absent from the school during the school day including recess and lunchtime.

Example 13

The school day commences at 9.00am for students. A part-time teacher's normal hours of work on this day are between 9.45am and 12.30pm. The teacher is unable to work because of illness until 10:30am. The personal leave deduction will be 45 minutes.



(v) Absence for part of the day leaves school early

Example 14

The school day commences at 9.00am for students. A part-time teacher's normal hours of work are between 11.45am and 3.00pm. On this day, the teacher is expected to attend a staff meeting after the end of the school day for students. The teacher is unable to work because of illness from 2.15pm. There is no personal leave deduction.

