



# **Enterprise Bargaining Changes to Leave and Allowances Effective from Term 1 2023**

## **Information guide for schools**

## Overview

As part of the bargaining negotiations in relation to replacing the Victorian Catholic Education Multi-Enterprise Agreement 2018 (VCEMEA 2018), some additional changes were implemented in various Dioceses prior to the approval of the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022). DOBCEL made the decision not to implement these changes until the Agreement was approved by the Fair Work Commission.

Following the approval of the CEMEA 2022, the following changes to entitlements will apply from the beginning of Term 1, 2023 school year.

## Meal allowance

The meal allowance under clause 50.2 of the VCEMEA 2018 is now increased from \$22 to \$26.

Schools must ensure that all employees who are entitled to a meal allowance in accordance with clause 50.2 of the VCEMEA 2018 be paid the increased meal allowance in the next full pay-period.

Furthermore, schools are asked to arrange back-payment for applicable employees who have received a meal allowance since the start of the 2023 school year.

## Tool allowance

Under clause 50.3 of the VCEMEA 2018, where an employee is required to provide their own tools, the school must pay a weekly tool allowance of \$20 per week to tradespersons (other than carpenters or joiners) and must pay a weekly tool allowance of \$36 per week to carpenters or joiners.

These allowances have increased as follows:

- \$22 per week for tradespersons (non-carpenter, non-joiner)
- \$39 per week for carpenters or joiners

Schools are asked to ensure that the tool allowance is increased for all relevant employees from the next full pay-period and to arrange back-payment for applicable employees until the start of the 2023 school year.

## Medical support allowance

Under clause 50.4 of the VCEMEA 2018, a medical support allowance is payable for eligible Education Support Employees who meet the criteria set out in the clause.

The medical support allowance has now increased as follows:

Effective from the first pay period on or after:	Amount per annum:
1 January 2023	\$757
1 July 2023	\$764
1 January 2024	\$771
1 July 2024	\$779
1 January 2025	\$786
1 July 2025	\$795

Schools must ensure that the medical support allowance is increased for all applicable employees in accordance with the above table effective from the next full pay-period.

Furthermore, schools are asked to arrange back-payment for applicable employees who have received a medical support allowance since the start of the 2023 school year.

## Positions of Leadership – Pool arrangements and allowances

### Pool arrangements

Clause 62.2 of the VCMEA 2018 establishes that each school shall expend a minimum amount on Positions of Leadership (POL). The minimum size of the POL pool will be calculated on the basis of the number of students.

Effective from the commencement of 2023 school year, the amount per student will be as follows:

School	2023	2024	2025
Primary – 150 or more	\$100	\$103	\$106
Primary – less than 150	\$139	\$143	\$148
Secondary	\$145	\$150	\$155

### Allowances

The position of leadership allowances have increased as follows:

	POL 4	POL 3	POL 2	POL 1
1 July 2022	\$12,264	\$9,071	\$5,960	\$2,952
1 January 2023	\$12,387	\$9,161	\$6,019	\$2,981
1 July 2023	\$12,510	\$9,253	\$6,079	\$3,011
1 January 2024	\$12,636	\$9,346	\$6,140	\$3,041
1 July 2024	\$12,762	\$9,439	\$6,202	\$3,071
1 January 2025	\$12,890	\$9,533	\$6,264	\$3,102
1 July 2025	\$13,018	\$9,629	\$6,326	\$3,133

Schools are asked to ensure that the position of leadership allowance is increased for all relevant employees effective immediately and to arrange back-payment for all employees in receipt of a position of leadership allowance until the start of the 2023 school year.

## Parental leave

From the start Term 1, 2023, the following changes are made to parental leave entitlements:

- Paid Parental Leave will now increase from 14 weeks to 16 weeks;
- Paid Partner Level will now increase from one week to four weeks. This to be taken within two terms of the birth of the child.
- The qualifying period for an employee to be eligible for paid parental leave has been amended such that an employee is entitled to paid parental leave where they have completed either 3 school terms of 30 school weeks of continuous service (reduced from 4 school terms or 42 school weeks under the VCMEA 2018).

In relation to paid parental leave, schools are asked to ensure that any employee who either started or completed a period of paid parental leave from Term 1, 2023 under the terms of the VCMEA 2018 (14 paid weeks), will be provided with an additional two weeks of paid parental leave which is to be taken by no later than the last day of Term 4, 2023, or alternatively a two week period of previously unpaid parental leave be converted to paid parental leave.

In relation to paid partner leave, schools are asked to ensure that any employee who either started or completed a period of paid partner leave from Term 1, 2023 under the terms of the VCMEA 2018 (one paid week), will be provided with an additional three weeks of paid parental leave which is to be taken by no later than the last day of Term 4, 2023.

## Service and parental leave

Under the VCMEA 2018, an employee will only accrue service for the purpose of incremental progression in the first 14 weeks of their parental leave.

Effective from the commencement of Term 1, 2023, the first 12 months of parental leave will now count towards service for the purpose of incremental progression.

Where a request is made for parental leave in 2023, schools must review the service record of the employee in question, noting that the employee is entitled to paid parental leave where they have completed either three school terms or 30 school weeks of continuous service.

Note that the change to the qualifying period to be eligible for paid parental leave is effective from the commencement of the 2023 school year and only applies to parental leave that commenced or will commence from this date.

## Superannuation and parental leave

Under the VCMEA 2018, superannuation is paid on the 14 weeks of paid parental leave only.

Superannuation payments will now be extended so that superannuation will now be paid on the first 12 months of parental leave for the primary care giver, effective from the commencement of the 2023 school year.

Schools will be required to review parental leave taken since the commencement of 2023 and make necessary adjustments to superannuation payments.

## Family and Domestic Violence Leave

Under clause 33 of the VCMEA 2018, full-time and part-time are entitled to up to 10 days of paid Family and Domestic Violence Leave.

A [CECV circular](#) distributed to schools on 17 February 2023 indicating that casual employees will need to be provided with up to 10 days of paid Family and Domestic Violence Leave in order to comply with recent changes made to the *Fair Work Act 2009* (Cth).

Clause 33 of the CEMEA 2022 details that all full-time and part-time employees will be entitled to 20 days of paid Family and Domestic Violence Leave from the commencement of the 2023 school year. Casual employees are entitled to up to 10 days of paid family and domestic violence leave. This leave can not be recorded on the employees pay-slip.

## Scheduled Class Time (SCT)

Noting that the new VCMEA seeks to address teacher workload, the maximum SCT for teachers will be reduced by one hour in 2023 and a further 30 minutes in 2024. The result of the reduction in SCT is as follows:

- New maximum for full-time primary school teachers in 2023 is 21.5 hours.
- New maximum for full-time secondary school teachers in 2023 is 19 hours.

Schools that have already introduced the reduction in SCT, should continue to operate at the lower maximum. The reduction does not require recalculation of a current teacher's full-time equivalent (FTE) and remains consistent with engagement as per the 2023 school year.

Schools that did not introduce the new maximum SCT from the commencement of 2023, will be required to take steps to implement the reduction in SCT as soon as reasonably practicable.

## Extras

Maximum extras in secondary schools will now reduce from 14 hours under the VCMEA 2018 to:

- 10 hours in 2023
- 5 hours in 2024
- Nil hours in 2025

The new maximum extras commences now (from the commencement of the 2023 school year) and secondary schools need to ensure that a teacher is not allocated more than 10 hours of extras throughout the school year, unless a teacher agrees to undertake more than the 10 hour maximum.

## Professional Practice Time

Under clause 60.9 of the VCMEA 2018, a full-time teacher is entitled to 20 hours of Professional Practice Time.

As of Term 1, 2023, a full-time teacher will be entitled to 10 hours (two days) of Professional Practice Time for the 2023 school year.

In 2024 and 2025, professional practice time will be further reduced to five hours (1 day) per year.

## Further queries and additional information

Any queries in relation to this implementation guide or the VCMEA should be directed to:

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