# COVID-19 Special Leave

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Teaching service employees who test positive to COVID-19 may apply for up to 5 days of special leave to cover the isolation period recommended by the Department of Health.

From 11.59pm on 12 October 2022, people who test positive for COVID-19 are no longer required to isolate at home under Victorian law.

The Department of Health has issued public health advice strongly recommending that individuals who test positive to COVID-19 isolate at home. In relation to school staff, this means that staff:

* who test positive to COVID-19 should stay home and isolate for 5 days
* should not attend after 5 days if still symptomatic
* who are symptomatic but have not tested positive should not attend school.

Teaching service employees who test positive for COVID-19 are able to apply for up to 5 days of special leave, in addition to existing personal leave entitlements. Up to 5 days of special leave will be available for each occasion that an employee tests positive and to cover any days of usual scheduled duties that coincide with the recommended isolation period.

To access leave an employee should provide information on eduPay supporting their positive test result. This can include a picture of a RAT, a copy of a text message confirming a positive PCR test or a medical certificate.

Staff who are unable to return to work due to being unwell and who have already taken the 5 days of special leave may access personal leave for the duration of the time that they are unfit for duty, with a medical certificate.

This new category of leave aims to support school staff to isolate at home in accordance with public health advice and in line with community expectations.

For more information see: [COVID-19 Special leave – Teaching Service](https://www2.education.vic.gov.au/pal/covid-19-special-leave-teaching-service/overview)

# VGSA 2022 – Implementation – Policy updates

## Time in Lieu – PAL page and updated Guidelines

The Department has launched a [time in lieu policy](https://www2.education.vic.gov.au/pal/time-in-lieu-teaching-service/overview) page on PAL, providing schools with guidance and resources to support the implementation of the expanded time in lieu provisions under the *Victorian Government Schools Agreement 2022* (VGSA 2022).

The time in lieu PAL page provides advice on time in lieu for teachers and education support class employees, including advice regarding the application of time in lieu provisions to school camps. Additional resources are planned to be released in the coming weeks, including a time in lieu planning document and time in lieu calculator.

Principals and Business Managers should familiarise themselves with the published guidelines to inform their planning decisions for the 2023 school year.

## Management of Teacher Work – face-to-face ready reckoners

During term 3, the department updated the [Work Requirements – Teachers](https://www2.education.vic.gov.au/pal/work-requirements-teachers/overview) guidelines to reflect the provisions of the VGSA 2022. Schools are reminded of the availability of new [teacher work ready reckoners](https://www2.education.vic.gov.au/pal/work-requirements-teachers/resources) for the 2023 school year and beyond, which account for reductions in teacher face-to-face responsibilities.

Schools must ensure all planning of teacher work allocation has regard to the changes in the face-to-face requirements and are encouraged to use the available ready reckoners to support this planning process.

## Salary Progression – eligible ES employees post structural adjustments

The retrospective adjustment of classification structures in the VGSA 2022 mean that employees at the former ES 1-1-5, ES 1-3-5 and ES 1-5-5 became eligible to progress to a higher increment step under the VGSA 2022. The Department is taking action centrally to give effect to salary progression outcomes in the following circumstances:

* Subject to satisfactorily meeting salary progression requirements, incremental progression for employees who translated from the former ES 1-1-5 to ES 1-2-3, so that they may progress to ES 1-2-4 at 1 May 2022.
* Subject to satisfactorily meeting salary progression requirements, incremental progression for employees who were employed at ES 1-3-5 and ES 1-5-5 to the new ES 1-3-6 and ES 1-5-6 effective 1 May 2022.

The retrospective salary progression for eligible employees is scheduled to be given effect in pay 2210 (Pay day 17 November 2022) including the payment of any salary arrears.

## Personal Leave entitlements accruals

Adjustment to personal entitlements accruing progressively has been updated on eduPay to reflect the provisions of the VGSA 2022.

Full-time employees are credited with 114 hours (15 days) personal leave on full pay on commencement of employment, and 114 hours (15 days for a full time employee) personal leave on full pay for each year of service thereafter which accrues progressively from the commencement of employment and will be cumulative. Employees who in their first year have exhausted their personal leave credit, may access personal leave credit accrued.

## Increased paid maternity leave entitlement

With the introduction of VGSA 2022, paid maternity leave for eligible employees increased from fourteen weeks to sixteen weeks.  Eligible employees are those who commenced with their paid maternity leave on or after 26 April 2022.

Schools are advised to contact employees in their school who are eligible for an additional 2 weeks on full pay (or 4 weeks on half pay), advise them of the entitlement and discuss the employees’ leave preferences having regard to any plans those employees may have already put in place concerning their Commonwealth Paid Parental Leave. Once schools have reached agreement with eligible staff on how the additional leave will be taken and the administration of the leave by the school, this leave should be entered into eduPay by the school. Any subsequent parental absences, including unpaid parental leave will also have to be adjusted accordingly.

Note: amendments to the paid maternity leave does not change the quantum of leave available to the employee (up to 7 years parental absence) or the agreed resumption date previously approved by the school.

# Tutor Learning Initiative positions in 2023

Applications are now open seeking prospective tutors in government schools across Victoria. Those interested in tutoring opportunities can register through Job Opportunities on Recruitment Online. Schools looking to appoint tutors for 2023 will need to assess and appoint applicants for tutor positions through the Job Opportunities Pool. Assistance for recruiting to tutor positions can be found on the [Recruitment Online Help for Recruiters](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx) page.

Offer Letter and Contracts

Offer letters and contracts have been updated to reflect changes from the VGSA 2022 and external environment factors. Schools must continue to use the most updated versions of offer letters and contracts that are available on the [Forms — Teaching Service and HR Administration](https://www2.education.vic.gov.au/pal/forms-teaching-service-and-hr-administration/resources) page.

# Youth Employment Scheme (YES) – 2022/2023

The 2022-23 financial year sees the continuation of the YES program. This program offers young people facing barriers the opportunity to work for 12 months while studying for a Certificate III or IV qualification. DET has placements available for schools, including a limited number of Disability stream placements. Disability places require preapproval; for further information, contact Schools Recruitment Unit (SRU) youth.employment.scheme@education.vic.gov.au.

**Note:** Subsidies for YES placements are currently under review. Once finalised, schools will be notified of the amounts. Principals/Managers are advised that in placing a YES trainee, they will be responsible for meeting the non-subsidized portion of the salary costs (including on-costs and administration), estimated to be around $40,000.

This year further support will be provided by SRU designed to prepare YES trainees for future employability. Information will be sent to the trainee and school at the commencement of each placement.

**Eligibility:** To be eligible for a YES placement, participants must:

* be aged 15-29 at the commencement of the traineeship
* be unemployed or not working more than 15 hours per week
* not be currently engaged in tertiary education; and
* not possess a university-level qualification (excluding certificate level 1-4 courses).

Preference is also given to YES applications which identify ‘disadvantaged’ young people, including those who are:

* Long-term unemployed
* Resident in a rural or remote area of Victoria
* Have a disability or mental illness
* Aboriginal or Torres Strait Islander Person.

For further information on YES placements and to reserve placement/s for your school please email: youth.employment.scheme@education.vic.gov.au.

# Maxxia – our new novated leasing and salary packaging partner from 1 November 2022

As shared recently, following a recent tender process, [Maxxia](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maxxia.com.au%2F%3Futm_source%3Demail%2Bmarketing%2BMailigen%26utm_campaign%3DOperationalSchools13Jul2022%26utm_medium%3Demail&data=05%7C01%7CShasha.Syedi%40education.vic.gov.au%7Ce5a0f0e3b0c44cf0463f08dab5500ec6%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638021652699267596%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NlLI0cCd5YVP049EB5R8D40nl6pGLPP9mIXXYZyzyuo%3D&reserved=0) won the contract as our new salary packaging and novated lease provider. We will be transitioning to [Maxxia](https://www.maxxia.com.au/?utm_source=email+marketing+Mailigen&utm_campaign=OperationalSchools13Jul2022&utm_medium=email) on 1 November.

Salary packaging is an employee benefit that lets you pay for a [range of expenses](https://www.maxxia.com.au/?utm_source=email+marketing+Mailigen&utm_campaign=OperationalSchools13Jul2022&utm_medium=email) with your pre-tax salary, potentially reducing your taxable income and increasing your disposable income.

If you have an existing salary packaging or novated lease account with Smart Salary, your account will be automatically transferred to Maxxia. You are not required to take any action unless Maxxia has contacted you directly. For more information on this transition phase, please refer to the [transition](https://www.maxxia.com.au/transition) site.

If you are interested in establishing a new salary packaging or novated lease, please contact Maxxia directly on 1300 123 123.

Recruitment Hints & Tips

# Recruitment Online – Applicant Help page updates

The following guides have been updated on the [Applicant Help – Recruitment Online](https://www.education.vic.gov.au/hrweb/careers/Pages/rol_help_applicants.aspx) page –

* [Frequently Asked Questions](https://www.education.vic.gov.au/hrweb/Documents/ROL-Applicant-FAQs.pdf)
* [ROL-Applicant-Job-Opportunities](https://www.education.vic.gov.au/hrweb/Documents/ROL-Applicant-Job-Opportunities.pdf)
* [ROL Support your School Initiative – Applicant Quick Guide](https://www.education.vic.gov.au/hrweb/Documents/ROL-SYSI-Applicant-QG.pdf)
* [ROL Support your School Initiative – Applicant – New User](https://www.education.vic.gov.au/hrweb/Documents/ROL-SYSI-New-user.pdf)
* [ROL Support your School Initiative – Applicant – Current User](https://www.education.vic.gov.au/hrweb/Documents/ROL-SYSI-Current-user.pdf)
* [ROL SYSI-Pre-Service Teacher Guide](https://www.education.vic.gov.au/hrweb/Documents/ROL-SYSI-Pre-Service-Teacher-Guide.pdf)

School Local Payroll Hints & Tips

# VECTEA Global Salary Increase

The Global Salary Increase (GSC) for employees paid under the [*Victorian Early Childhood Teachers and Educators Agreement 2020*](https://www.fwc.gov.au/documents/documents/agreements/fwa/ae511947.pdf) (VECTEA) has recorded through a central process to increase all eligible employees’ pay rates on the School Local Payroll.

The central process has inserted a GSC row effective from 9 October 2022 (first full pay on/after 1 October 2022) and increased the rate to the new rates set out in the Agreement.

Apart from checking employees have been updated correctly, no action by schools in relation to this pay increase is required.

# CRT updated pay rates from 3 July 2022

The increased pay rate for Casual Relief Teachers (CRTs) identified in [Ministerial Order 1039](https://www.education.vic.gov.au/hrweb/employcond/Pages/tso.aspx) effective from 3 July 2022 has been processed for eligible CRT employees, and arrears have been paid in pay 2207, pay day 6 October 2022.

# New SLP guide available

A new guide has been put together to assist schools with the process to undertake when an SLP employee’s pay is rejected by their financial institution and returned to the school’s bank account. It is now available on the [School Local Payroll resource page](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/slp.aspx) under *Module 5*.

The eduPay way


# The eduPay Way

We’re off to a flying start for T4 with Phase 1 of our Recruitment Reimagined initiative now available, the new Special School Allowance and Intensive Care Allowance now in eduPay and more Time in Lieu supporting information available for you, and that’s not all. Read on…

Time in Lieu – Phase 1 and 2 are now live in eduPay

This includes request to take TIL, apply to take TIL and request TIL payout.

Our TIL Implementation Guide info sessions were very popular with over 1200 BMs attending across 4 sessions. ICYMI, no FOMO here with all the info you need below:

* [Time in Lieu – BM info session #1](https://eduvic.webex.com/webappng/sites/eduvic/recording/982abe571542103bb7b300505681ff10/playback)  recording of our first session which requires the following password: **9yYPnphq**
* [Questions and Answers from above sessions](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/IT/eduPay/Customer/TIL-QandA-InfoSessions-Sept2022.docx&action=default) – note: this is still in draft stage
* [eduPay TIL Quick Reference Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) updated guide with FAQs
* [VGSA 2022 TIL Implementation Guide](https://www2.education.vic.gov.au/pal/industrial-agreements/resources) the official guide…

Top 3 questions to ask re TIL:

* *Is the activity required by the school?*
* *Is the attendance required by the Prin?*
* *Has the attendance resulted in more than 38 hours or pro rata for the attendee?*

## Special Schools Allowance – now available in eduPay

As per the provisions in the VGSA 2022, a special school’s allowance of $727 per annum will be paid to an assistant principal, teacher or education support class employee in a special school.

The payment of Special Schools Allowance was previously reliant on the allowance being assigned to individual employees who were eligible (via element assignment/EDAP).

* From the current pay period onwards, the payment of this allowance will now be automated for assistant principal, teachers and education support class employees in a special school.
* From the current pay period onwards, the existing element assignment records will be automatically ended and the automation will take over.

Eligible Schools should no longer enter new Special Schools Allowance assignments and will not need to maintain records when employees move in or out of the school. The allowance will start and stop automatically based on the department code (school).

Employees in eligible schools who have not been in receipt of the Special Schools Allowance previously will have backpay calculated back to 2 January 2022 for any period where they were located in an eligible school.

The backpay amount will be processed in the following pay period.

Those employees who are already in receipt of Special Schools Allowance but do not work in an eligible Special School will continue to receive the allowance based on the individual element assignment record until such time as further direction is received.

## Intensive Care Allowance – now available in eduPay

As per the provisions in the VGSA, Intensive Care Allowance will only continue to be paid to those employees who were already in receipt of the allowance as at 24 July 2022.

The rules are that employees who were already in receipt of the allowance as at 24/7/2022 continue to be eligible to receive it as long as certain conditions are met:

* One of the conditions is that they remain doing those duties which is a non-system related rule.
* Employees already receiving the allowance and earning less than the annual rate for ES2/502/4 as at 24/7/2022 become ineligible to receive the allowance once their annual salary reaches the ES2/502/4 level and the element assignment needs to be ended at this point.
* Employees already receiving the allowance and earning the annual rate of ES2/502/4 or higher as at 24/7/2022 may be eligible to continue receiving the allowance if they remain doing the duties.

When the pay calculation process detects that an employee is receiving the allowance and was not already receiving it as at 24/7/22, a certification message will be generated indicating that the employee is not entitled to receive the allowance and the element assignment needs to be ended.

When the pay calculation process detects that an employee is receiving the allowance and now has an annual salary that matches the annual salary of ES2/502/4, a certification message will be generated indicating that the employee is no longer entitled to receive the allowance and the element assignment needs to be ended.

## Recruitment Reimagined – Phase 1 is now LIVE

The objectives of the eduPay Recruitment Reimagined initiative are to source and manage applicants more efficiently, improve the search capability for recruiters and optimise onboarding.

**Phase 1 is now live** and includes enhancements to the Job Opportunities pool in the Applicant Portal and the graduate Job Opening for school recruiters. A huge thank you to all the Business Managers in our working group who provided feedback on what we needed to change in the job opportunity pool to ensure the applicant information you receive is more aligned to your requirements.

* **Applicant Portal – Employee Homepage > Careers > School Jobs > Apply to Job Opportunities Pool**

A summary of these enhancements is detailed below, with applicants now needing to:

* **Upload at least 1 attachment** to progress the application
* **Advise the date they can start their new job**
* **‘Opt’ in to be considered for offers of employment from schools not listed in their preference** and that they would consider a relocation with assistance
* **Select 1 role type to progress their application**
* **Select at least 1 subject/duty** to progress their application if interested in Teaching roles

Other enhancements include:

* **A new Special School teacher/ES role type** has also been created
* **The JO application can be edited rather than withdrawn** preventing the requirement to go through the whole process again (a time saving of about 30 minutes)
* **If applicants have withdrawn their application, they now have the option to ‘resubmit’ their application** when they are ready, as it will be saved in the job opportunity pool

## **Currency of applicants and data integrity in the Job Opportunity Pool**

## We are excited to share that we have implemented a new process that will review applicants Job Opportunity (JO) records for their currency. Hot off the press and available TODAY 😊

* **Applicants who haven’t updated their JO record within a specified timeframe, will have their record withdrawn.** Applicants who meet this criterion will be advised via an email notification, and will need to update their JO record within 14 days, or it will be withdrawn
* **Applicants with an active JO record who have recently been hired, will have their JO record withdrawn**. They will be advised via an email notification.
* **Employees who are finishing up a current fixed term employment** will be notified in advance about submit or resubmit a JO application to advise they are becoming available for roles

## Graduate Job Opening for School Recruiters

The following change is now available and accessible via the Recruiting Homepage > Recruiting/Tutor/CRT > Create > Create Job Opening.

* **A new graduate teacher role type** **(GRD)** **has been created** in the recruiter portal. Any time you create a GRD vacancy, that role type will be automatically assigned. You can also add additional role types. The purpose of the new role type is to standardise the way graduate teacher roles are advertised and make it easier for our new graduates to search for their first role in the teaching profession. The GRD role type has been applied to any existing / open vacancies that are currently live on Recruitment Online

The [supporting documentation](https://www.education.vic.gov.au/hrweb/careers/Pages/rol_help_applicants.aspx) has been updated to include all these enhancements and a walkthrough of these changes is **included in the eduPay Term 4 training scheduled on 13, 14, 17 October. Please reserve your virtual seat via My LearnED.**

Now that we have improved the applicant data through the job opportunity enhancements outlined above**,** we are now focusing on improving the search capability for school recruiters. This will enable recruiters to actively search key criteria that better meet the requirements of their vacancy. This new functionality will be available later this month.

***Phew*** – that’s a huge eduPay update – stay tuned for some more exciting new features we’ve got planned for you this term.

But more on this later 😊