

Novopay Holiday Codes

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Fixed term teacher

Returning to the same position

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser).	N/A	N/A

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser).	N/A	N/A

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser).	Fortnightly pay continues up until employee's last day at work. Final pay plus holiday pay paid in full in the pay period 19.	N/A

Terminating employment

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated through to 27 Jan 2017.</p> <p>If the employee's anniversary date is earlier or later than 28/01/17, please notify Novopay so they can adjust the holiday pay to pay to the correct date. For example, if an employee started in their current position on 01/02/85, they are entitled to payment to 31/01/17.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Transferring to another state school or position

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
Fixed term teachers transferring prior to the end of the school year cannot be processed in End of Year. These employees should be processed as normal by submitting a Novo6t form or processing in NOL.	N/A	N/A

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
Fixed term teachers transferring prior to the end of the school year cannot be processed in End of Year. These employees should be processed as normal by submitting a Novo6t form or processing in NOL.	N/A	N/A

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)	Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.	N/A

Permanent teacher

Returning to the same position

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>If the employee is not terminating their position and they have applied for and been approved leave for the end of the school year this should be booked for the days between their last day of work and the school's term 4 end date. The employee's end date is then the school term 4 end date.</p> <p>Select "School term 4 end date" in the 2016 End Date field to see how holiday pay will be paid.</p>	N/A	N/A

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>If the employee is not terminating their position and they have applied for and been approved leave for the end of the school year this should be booked for the days between their last day of work and the school's term 4 end date. The employee's end date is then the school term 4 end date.</p> <p>Select "School term 4 end date" in the 2016 End Date field to see how holiday pay will be paid.</p>	N/A	N/A

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Terminating employment

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated through to 27 Jan 2017.</p> <p>If the employee's anniversary date is earlier or later than 28/01/17, please notify Novopay so they can adjust the holiday pay to pay to the correct date. For example, if an employee started in their current position on 01/02/85, they are entitled to payment to 31/01/17.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)	Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.	N/A

Transferring to another state school or position

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
Permanent teachers transferring prior to the end of the school year cannot be processed in End of Year. These employees should be processed as normal by submitting a Novo6t form or processing in NOL.	N/A	N/A

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
Permanent teachers transferring prior to the end of the school year cannot be processed in End of Year. These employees should be processed as normal by submitting a Novo6t form or processing in NOL.	N/A	N/A

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Primary or Area Principal

Returning to the same position

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>If the employee is not terminating their position and they have applied for and been approved leave for the end of the school year this should be booked for the days between their last day of work and the school's term 4 end date. The employee's end date is then the school term 4 end date.</p> <p>Select "School term 4 end date" in the 2016 End Date field to see how holiday pay will be paid.</p>	N/A	N/A

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>If the employee is not terminating their position and they have applied for and been approved leave for the end of the school year this should be booked for the days between their last day of work and the school's term 4 end date. The employee's end date is then the school term 4 end date.</p> <p>Select "School term 4 end date" in the 2016 End Date field to see how holiday pay will be paid.</p>	N/A	N/A

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Terminating employment

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated through to 27 Jan 2017.</p> <p>If the employee's anniversary date is earlier or later than 28/01/17, please notify Novopay so they can adjust the holiday pay to pay to the correct date. For example, if an employee started in their current position on 01/02/85, they are entitled to payment to 31/01/17.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Holiday pay is calculated at 30% of calendar days during the term time from the employee commencement in 2016, less any holiday pay already paid during previous vacation periods. Holiday pay is paid at the calculated number of days or the days to the 27/01/17 (whichever is the lesser)	Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is all paid in the pay period the employee terminates.	N/A

Transferring to another state school or position

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
Permanent teachers transferring prior to the end of the school year cannot be processed in End of Year. These employees should be processed as normal by submitting a Novo6t form or processing in NOL.	N/A	N/A

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
Permanent teachers transferring prior to the end of the school year cannot be processed in End of Year. These employees should be processed as normal by submitting a Novo6t form or processing in NOL.	N/A	N/A

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Secondary Principal

Returning to the same position

Dates: 05/02/16 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
If the employee is not terminating their position they will continue to be paid through the holiday period. Any periods of leave applied for and approved will be reflected in the employee's pay.	Fortnightly pay continues	N/A

Dates: 05/02/16 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues	N/A

Dates: After 05/02/16 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
If the employee is not terminating their position they will continue to be paid through the holiday period. Any periods of leave applied for and approved will be reflected in the employee's pay.	Fortnightly pay continues	N/A

Dates: After 05/02/16 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid salary through the holiday period	Fortnightly pay continues	N/A

Terminating employment

Date: N/A

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is made up of: The annual leave balance outstanding from prior entitlement years plus 10% of gross earnings from the employee's last anniversary date to the end of the annual leave paid.</p> <p>If the employee has used all of their previous annual leave entitlement, and has taken annual leave from the current year's entitlement, the gross value of this annual leave will be deducted from the holiday pay amount.</p> <p>N.B. Your school must advise Novopay if you have an outstanding leave balance. If no advice is received, it will be assumed the balance is 0, as the Secondary Principals CA requires annual leave be used each year unless otherwise agreed in writing with the Board of Trustees.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus calculated holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods	Example
<p>Secondary Principals transferring to another school or position are terminating their current position - please select "Terminating employment" to see how their holiday pay will be paid.</p>	<p>N/A</p>	<p>N/A</p>

Term time only auto-paid employee

Returning to the same position

Dates: Before or within ten days after the school start date - After or within ten days before the school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Annual leave of 20, 23, or 25 days (based on service) is paid, less any annual leave taken during the year.</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day, will be paid if the employee would normally work on hte days of the week these fall.</p> <p>If the employee's end date is earlier than the 1/12/2016 the employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from 01/12/15 to the employee's last day at work (including any public holidays paid), less the gross dollar value of any annual leave paid during the year.</p>	N/A	N/A

Dates: Before or within ten days after the school start date - More than ten days before the school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from pp201619 to pp201718, less the gross dollar value of any annual leave paid during the year.</p>	N/A	N/A

Dates: More than ten days after the school start date - After or within ten days before the school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from their 2016 start date to pp201718, less the gross dollar value of any annual leave paid during the year.</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day, will be paid if the employee would normally work on the days of the week these fall.</p>	N/A	N/A

Dates: More than ten days after the school start date - More than ten days before the school term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from their 2016 start date to pp201718, less the gross dollar value of any annual leave paid during the year.</p>	N/A	N/A

Terminating employment

Dates: Before or within ten days after the school start date - 01/12/16 or later

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is made up of: Annual leave of 20, 23, or 25 days (based on service), less any annual leave taken during the year plus a percentage of gross earnings (8%, 9.2%, or 10% based on service) for the period from 1 December 2016 to the last day of annual leave.</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day, will be paid if the employee's last day of work is within 10 days of the end of term 4 for their school, and the employee would normally work on the days of the week these fall.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: Before or within ten days after the school start date - Before 01/12/16

Holiday Pay Guide	Pay Periods	Example
<p>Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from 01/12/15 to the employee's last day at work (including any public holidays paid), less the gross dollar value of any annual leave paid during the year</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day, will be paid if the employee's last day of work is within 10 days of the end of term 4 for their school, and the employee would normally work on the days of the week these fall.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: More than ten days after the school start date - 01/12/16 or later

Holiday Pay Guide	Pay Periods	Example
<p>Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from their 2016 start date to their last day at work (including any public holidays paid), less the gross dollar value of any annual leave paid during the year.</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day, will be paid if the employee's last day of work is within 10 days of the end of term 4 for their school, and the employee would normally work on the days of the week these fall.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: More than ten days after the school start date - Before 01/12/16

Holiday Pay Guide	Pay Periods	Example
<p>Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from their 2016 start date to their last day at work (including any public holidays paid), less the gross dollar value of any annual leave paid during the year.</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day, will be paid if the employee's last day of work is within 10 days of the end of term 4 for their school, and the employee would normally work on the days of the week these fall.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods	Example
Term time only auto-paid employees transferring to another school or position are terminating their current position - please select "Terminating employment" to see how their holiday pay will be paid.	N/A	N/A

Timesheet employee (non-teaching)

Returning to the same position

Dates: N/A - Timesheet submitted for dates that fall within ten days before the school's term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from pp201619 to pp201718.</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day will be paid.</p>	<p>Timesheets will be paid as they are submitted by the school. Holiday pay is paid in PP19 and any public holidays that the employee is due are paid in PP20.</p>	<p>N/A</p>

Dates: N/A - No timesheet submitted for dates that fall within ten days before the school's term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from pp201619 to pp201718.</p>	<p>Timesheets will be paid as they are submitted by the school. Holiday pay paid in full in PP19</p>	<p>N/A</p>

Terminating employment

Dates: N/A - Timesheet submitted for dates that fall within ten days before the school's term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from pp201619 (25/11/15) to the employee's last day of work, including any public holidays paid.</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day will be paid.</p>	<p>Timesheets will be paid as they are submitted by the school. Holiday pay paid in full plus public holidays (if due) in the pay period the employee terminates.</p>	<p>N/A</p>

Dates: N/A - No timesheet submitted for dates that fall within ten days before the school's term 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is calculated as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from pp201619 (25/11/15) to the employee's last day of work.</p>	<p>Timesheets will be paid as they are submitted by the school. Holiday pay paid in full in the pay period the employee terminates.</p>	<p>N/A</p>

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods	Example
<p>Timesheet employees (non-teaching) transferring to another school or position are terminating their current position - please select "Terminating employment" to see how their holiday pay will be paid.</p>	<p>N/A</p>	<p>N/A</p>

52 week non-teaching employee

Returning to the same position

Date: N/A

Holiday Pay Guide	Pay Periods	Example
<p>Paid through the holiday period. Annual leave paid as submitted by the school.</p>	<p>Fortnightly pay continues. Annual leave paid as submitted by the school. Any days, other than public holidays, not booked as annual leave will be paid as salary.</p>	<p>N/A</p>

Terminating employment

Date: N/A

Holiday Pay Guide	Pay Periods	Example
<p>Holiday pay is made up of: The annual leave balance outstanding from prior entitlement years plus a percentage of gross earnings (8%, 9.2% or 10% based on service) from the employee's last anniversary date to the end of the annual leave paid.</p> <p>If the employee has used all of their previous annual leave entitlement, and has taken annual leave from the current year's entitlement, the gross value of this annual leave will be deducted from the holiday pay amount.</p> <p>Christmas Day, Boxing Day, the day after Boxing Day (if eligible), New Years Day, and the day after New Years Day will be paid if the annual leave being paid out extends past these dates, and they fall on a day of the week that the employee would usually work.</p>	<p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus calculated holiday pay is all paid in the pay period the employee terminates.</p>	<p>N/A</p>

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods	Example
52 week non-teaching employees transferring to another school or position are terminating their current position - please select "Terminating employment" to see how their holiday pay will be paid.	N/A	N/A

Annualised term time only employee

Returning to the same position

Dates: N/A - On completion of period included in annualisation agreement

Holiday Pay Guide	Pay Periods	Example
<p>Annualised pay continues through holiday period.</p> <p>Holiday pay of a percentage (8%, 9.2%, or 10% based on service) of any non-annualised earnings, such as extra hours and event-based allowances paid by timesheet, paid during the current annualisation agreement period will be paid in pp201722 for those employees annualised over the period pp201623 to pp201722, and in pp201721 for those employees annualised over the period pp201623 to pp201721.</p>	<p>Annualised pay continues until pp201722 for employees annualised over pp201623 to pp201722, and until pp201721 for employees annualised over pp201623 to pp201721.</p> <p>Additional holiday pay paid on non-annualised earnings in either pp201722 or pp201721, which</p>	<p>N/A</p>

Dates: N/A - Before completion of period included in annualisation period

Holiday Pay Guide	Pay Periods	Example
<p>A Novo25nt is required to be sent to Novopay.</p> <p>The employee's annual pay from PP201623 is reversed and the employee paid as Term Time Only.</p> <p>Holiday pay is then paid as a term time only employee. Select "term-time only auto-paid employee", "returning to same position", and the employee's start and end date to see how holiday pay will then be paid.</p>	<p>N/A</p>	<p>N/A</p>

Terminating employment

Dates: N/A - Before completion of period included in annualisation period

Holiday Pay Guide	Pay Periods	Example
<p>A Novo25nt is required to be sent to Novopay.</p> <p>The employee's annual pay from PP201623 is reversed and the employee paid as Term Time Only.</p> <p>Holiday pay is then calculated on the term-time only earnings for the 2016 school year (including public holidays if eligible)</p> <p>Christmas Day, Boxing Day, the Day after Boxing Day (for eligible employees), New Years Day, and the Day after New Years Day, will be paid if the employee's last day of term time only work is within 10 days of the end of term 4 for their school, and the employee would normally work on the days of the week these fall.</p>	<p>An annualisation to term-time only adjustment is made in the pay period the school notifies Novopay that the annualisation agreement will not be completed.</p> <p>Fortnightly pay based on term-time only continues up until the pay period the employee terminates.</p>	<p>N/A</p>

Dates: N/A - On completion of period included in annualisation agreement

Holiday Pay Guide	Pay Periods	Example
<p>The remaining annualisation period is paid in the pay period in which the employee's last day at work falls.</p> <p>In the same pay period, holiday pay of a percentage (8%, 9.2%, or 10% based on service) of any non-annualised earnings, such as extra hours and event-based allowances paid by timesheet, paid during the current annualisation agreement period (i.e. pp201623 to pp201722 for 27 pay period annualisation or pp201623 to pp201721 for 26 pay period annualisation) will be paid.</p>	<p>Remainder of annualised period plus holiday pay on non-annualised earnings paid in full in the pay period the employee terminates</p>	<p>N/A</p>

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods	Example
Annualised term-time only employees transferring to another school or position are terminating their current position - please select "Terminating employment" to see how their holiday pay will be paid.	N/A	N/A