

# Novopay Holiday Codes

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Date:

| Holiday Pay Guide | Pay Periods | Example |
|-------------------|-------------|---------|
|-------------------|-------------|---------|

## Fixed term teacher

### Returning to the same position

Dates: 07/02/17 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 2017, 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 employee anniversary date (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 of the employees end date. |         |

Dates: 07/02/17 or earlier - School term 4 end date

| Holiday Pay Guide               | Pay Periods  | Example |
|---------------------------------|--|---------|
| Paid through the holiday period | Fortnightly pay continues for the calculated number of days holiday pay if the end date in NOL is 27 January<br>or<br>Final salary plus holiday pay is paid in the pay period the employee terminates if the school Term 4 End date is specified |         |

Dates: After 07/02/17 - 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 2017, 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 employee anniversary date (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 of the employees end date. |         |

Dates: After 07/02/17 - 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 2017, 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 employees anniversary date (whichever is the lesser).</p> | <p>Fortnightly pay continues up until employee's last day at work. Final pay plus holiday pay paid in full in the pay period of the employees end date.</p> |         |



## Terminating employment

Dates: 07/02/17 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 2017, 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 employees anniversary date (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. |         |

Dates: 07/02/17 or earlier - School term 4 end date

| Holiday Pay Guide  | Pay Periods   | Example |
|--|---|---------|
| Holiday pay is calculated through to the employees anniversary date. | Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is paid in the pay period the employee terminates. |         |

Dates: After 07/02/17 - 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 2017, 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 employees anniversary date (whichever is the lesser). | Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is paid in the pay period the employee terminates. |         |

Dates: After 07/02/17 - 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 2017, 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 employees anniversary date (whichever is the lesser).</p> | <p>Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is paid in the pay period the employee terminates.</p> |         |

## Transferring to another state school or position

Dates: 07/02/17 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 by processing in NOL. | Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is paid in the pay period the employee terminates. |         |

Dates: 07/02/17 or earlier - School term 4 end date

| Holiday Pay Guide               | Pay Periods               | Example |
|---------------------------------|---------------------------|---------|
| Paid through the holiday period | Fortnightly pay continues |         |

Dates: After 07/02/17 - 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 by processing in NOL. | Fortnightly pay continues up until the pay period the employee terminates. Final salary plus holiday pay is paid in the pay period the employee terminates. |         |

Dates: After 07/02/17 - 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 2017, 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 employees anniversary date (whichever is the lesser). | Fortnightly pay continues |         |

## Permanent teacher

### Returning to the same position

Dates: 07/02/17 or earlier - Prior to school term 4 end date

| Holiday Pay Guide   | Pay Periods   | Example |
|---|---|---------|
| 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. | Fortnightly pay continues (taking into account any holiday pay adjustments for leave without pay) |         |

Dates: 07/02/17 or earlier - School term 4 end date

| Holiday Pay Guide               | Pay Periods               | Example |
|---------------------------------|---------------------------|---------|
| Paid through the holiday period | Fortnightly pay continues |         |

Dates: After 07/02/17 - Prior to school term 4 end date

| Holiday Pay Guide   | Pay Periods   | Example |
|---|---|---------|
| 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. | Fortnightly pay continues (taking into account any holiday pay adjustments for leave without pay) |         |

Dates: After 07/02/17 - School term 4 end date

| Holiday Pay Guide               | Pay Periods               | Example |
|---------------------------------|---------------------------|---------|
| Paid through the holiday period | Fortnightly pay continues |         |



## Terminating employment

Dates: 07/02/17 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 2017, 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 employees anniversary date (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> |         |

Dates: 07/02/17 or earlier - School term 4 end date

| Holiday Pay Guide  | Pay Periods  | Example |
|--|--|---------|
| <p>Holiday pay is calculated through to the employee anniversary date.</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> |         |

Dates: After 07/02/17 - 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 2017, 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 employees anniversary date (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> |         |

**Dates: After 07/02/17 - 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 2017, 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 employees anniversary date (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. |         |

**Transferring to another state school or position**

**Dates: 07/02/17 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. | Fortnightly pay continues |         |

**Dates: 07/02/17 or earlier - School term 4 end date**

| Holiday Pay Guide               | Pay Periods               | Example |
|---------------------------------|---------------------------|---------|
| Paid through the holiday period | Fortnightly pay continues |         |

**Dates: After 07/02/17 - 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. | Fortnightly pay continues |         |

**Dates: After 07/02/17 - School term 4 end date**

| Holiday Pay Guide               | Pay Periods               | Example |
|---------------------------------|---------------------------|---------|
| Paid through the holiday period | Fortnightly pay continues |         |

## Primary or Area Principal

### Returning to the same position

Dates: 07/02/17 or earlier - Prior to school term 4 end date

| Holiday Pay Guide   | Pay Periods   | Example |
|---|---|---------|
| 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. | Fortnightly pay continues (taking into account any holiday pay adjustments for leave without pay) |         |

Dates: 07/02/17 or earlier - School term 4 end date

| Holiday Pay Guide               | Pay Periods               | Example |
|---------------------------------|---------------------------|---------|
| Paid through the holiday period | Fortnightly pay continues |         |

Dates: After 07/02/17 - Prior to school term 4 end date

| Holiday Pay Guide   | Pay Periods   | Example |
|---|---|---------|
| 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. | Fortnightly pay continues (taking into account any holiday pay adjustments for leave without pay) |         |

Dates: After 07/02/17 - School term 4 end date

| Holiday Pay Guide               | Pay Periods               | Example |
|---------------------------------|---------------------------|---------|
| Paid through the holiday period | Fortnightly pay continues |         |



## Terminating employment

Dates: 07/02/17 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 2017, 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 employees anniversary date (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> |         |

Dates: 07/02/17 or earlier - School term 4 end date

| Holiday Pay Guide  | Pay Periods  | Example |
|--|--|---------|
| <p>Holiday pay is calculated through to the employee anniversary date.</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> |         |

Dates: After 07/02/17 - 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 2017, 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 employees anniversary date (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> |         |

**Dates: After 07/02/17 - 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 2017, 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 employees anniversary date (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> |         |

**Transferring to another state school or position**

**Dates: 07/02/17 or earlier - Prior to school term 4 end date**

| Holiday Pay Guide  | Pay Periods                      | Example |
|--|----------------------------------|---------|
| <p>Permanent Principals 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.</p> | <p>Fortnightly pay continues</p> |         |

**Dates: 07/02/17 or earlier - School term 4 end date**

| Holiday Pay Guide                      | Pay Periods                      | Example |
|--|----------------------------------|---------|
| <p>Paid through the holiday period</p> | <p>Fortnightly pay continues</p> |         |

**Dates: After 07/02/17 - Prior to school term 4 end date**

| Holiday Pay Guide  | Pay Periods                      | Example |
|--|----------------------------------|---------|
| <p>Permanent Principals 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.</p> | <p>Fortnightly pay continues</p> |         |

**Dates: After 07/02/17 - School term 4 end date**

| Holiday Pay Guide                      | Pay Periods                      | Example |
|--|----------------------------------|---------|
| <p>Paid through the holiday period</p> | <p>Fortnightly pay continues</p> |         |

## Secondary Principal

### Returning to the same position

Dates: 07/02/17 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 booked will be reflected in the employee's pay. | Fortnightly pay continues |         |

Dates: 07/02/17 or earlier - 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 booked will be reflected in the employee's pay. | Fortnightly pay continues |         |

Dates: After 07/02/17 - 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 booked will be reflected in the employee's pay. | Fortnightly pay continues |         |

Dates: After 07/02/17 - 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 booked will be reflected in the employee's pay. | Fortnightly pay continues |         |

## Terminating employment

Date: N/A

| Holiday Pay Guide   | Pay Periods   | Example |
|---|---|---------|
| <p>Holiday pay is made up of:<br/>           The annual leave balance outstanding from prior entitlement years<br/>           plus<br/>           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 the Principal has 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> |         |

## 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>  |         |

## 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 1/12/2017 the employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from 01/12/16 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>Fortnightly pay continues up until employee's last day at work. Final pay plus holiday pay paid in full in the pay period of the employees end date.</p> |         |

**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 pp201719 to pp201818, less the gross dollar value of any annual leave paid during the year.</p> | <p>Fortnightly pay continues up until employee's last day at work. Final pay plus holiday pay paid in full in the pay period of the employees end date.</p> |         |

**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 2017 start date to pp201818, 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> | <p>Fortnightly pay continues up until employee's last day at work. Final pay plus holiday pay paid in full in the pay period of the employees end date.</p> |         |

**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 2017 start date to pp201818, less the gross dollar value of any annual leave paid during the year.</p> | <p>Fortnightly pay continues up until employee's last day at work. Final pay plus holiday pay paid in full in the pay period of the employees end date.</p> |         |



## Terminating employment

Dates: Before or within ten days after the school start date - 01/12/17 or later

| Holiday Pay Guide   | Pay Periods   | Example |
|---|---|---------|
| <p>Holiday pay is made up of:<br/>Annual leave of 20, 23, or 25 days (based on service), less any annual leave taken during the year plus<br/>a percentage of gross earnings (8%, 9.2%, or 10% based on service) for the period from 1 December 2017 to the last day of annual leave plus public holidays.</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.<br/>Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee terminates.</p> |         |

Dates: Before or within ten days after the school start date - Before 01/12/17

| 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 01/12/16 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.<br/>Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee terminates.</p> |         |

**Dates: More than ten days after the school start date - 01/12/17 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 01/12/16 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> |         |

**Dates: More than ten days after the school start date - Before 01/12/17**

| 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 01/12/16 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> |         |

## 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         |         |

## 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 pp201719 to pp201818.</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 and public holidays paid in full in the pay period of the employees end date.</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 pp201719 to pp201818.</p> | <p>Timesheets will be paid as they are submitted by the school. Holiday pay paid in full in the pay period of the employees end date.</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 pp201719 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> |         |

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 pp201719 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> |         |

## 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>  |         |

## 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.<br/>Leave paid as submitted by the school.</p> | <p>Fortnightly pay continues. Leave paid as submitted by the school. Any days, other than public holidays, not booked as leave will be paid as salary.</p> |         |

### Terminating employment

Date: N/A

| Holiday Pay Guide  | Pay Periods   | Example |
|--|---|---------|
| <p>Holiday pay is made up of:<br/>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> |         |

## 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         |         |

## Annualised term time only employee

### Returning to the same position

Dates: N/A - No change to original notification of annualised 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 pp201822.</p> | <p>Annualised pay continues until pp201822. Additional holiday pay paid on non-annualised earnings paid in pp201822</p> |         |

Dates: N/A - Before completion of the indicated weeks worked 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 annualised pay from PP201723 is reversed and the employee has their whole years pay recalculated as Term Time Only.</p> <p>Holiday pay is then paid out as per 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>  |         |

Dates: N/A - On completion of the weeks worked indicated in the 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 pp201822.</p> | <p>Annualised pay continues until pp201822. Additional holiday pay paid on non-annualised earnings paid in pp201822</p> |         |

## Terminating employment

Dates: N/A - Before completion of weeks worked as per original Novo23nt.

| Holiday Pay Guide  | Pay Periods  | Example |
|--|--|---------|
| <p>A NOVO25nt is required to be sent to Novopay.</p> <p>The employee's annualised pay from PP201723 is reversed and the employee has their whole years pay recalculated as Term Time Only.</p> <p>Holiday pay is then calculated on the term-time only earnings for the 2017 school year (including public holidays if eligible)</p> <p>Holiday pay is then paid as per a term time only employee. Select "term-time only auto-paid employee", "Terminating employment" to see how their holiday pay will be paid.</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> |         |

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

| Holiday Pay Guide  | Pay Periods  | Example |
|--|--|---------|
| <p>A NOVO25nt is required to be sent to Novopay.</p> <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 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> |         |

## 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         |         |