



Holiday Codes

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Fixed-term teacher

Returning to the same position

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Paid through term four break.	Fortnightly pay continues up until 27 January (any holiday pay reduction will be at the end of the term four break).

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Paid through term four break.	Fortnightly pay continues up until 27 January (any holiday pay reduction will be at the end of the term four break).

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the commencement date in the current school year, less any holiday pay already paid during previous term breaks. Holiday pay is paid at the calculated number of days or to 27 January (whichever is the lesser).	Final salary plus holiday pay is paid in pay period 19. If restarted as continuing/extension of contract in Start of Year screen, will be paid later any owing additional holiday pay.

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the commencement date in the current school year, less any holiday pay already paid during previous term breaks. Holiday pay is paid at the calculated number of days or to 27 January (whichever is the lesser).	Final salary plus holiday pay is paid in pay period 19. If restarted as continuing/extension of contract in Start of Year screen, will be paid later any owing additional holiday pay.

Terminating employment

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during the term time from the commencement date in the current school year, less any holiday pay already paid during previous term breaks. Holiday pay is paid at the calculated number of days or the days to the employee's anniversary date (whichever is the lesser).	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during the term time from the commencement date in the current school year, less any holiday pay already paid during previous term breaks. Holiday pay is paid at the calculated number of days or the days to the employee's anniversary date (whichever is the lesser).	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Transferring to another state school or position

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Transferring prior to the end of the school year cannot be processed in End of Year. This job should be processed as normal by terminating in EdPay.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period	Fortnightly pay continues until 27 January.

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Transferring prior to the end of the school year cannot be processed in End of Year. This job should be processed as normal by terminating in EdPay.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Final salary plus holiday pay is paid in pay period 19.

Permanent teacher

Returning to the same position

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
If they have applied for and been approved leave for the end of the school year, the leave should be booked for the days between their last day of work and the school's term four end date. The employee's job end date is then the school term four end date.	Fortnightly pay continues (taking into account any holiday pay adjustments for leave without pay).

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period.	Fortnightly pay continues.

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
If they have applied for and been approved leave for the end of the school year, the leave should be booked for the days between their last day of work and the school's term four end date. The employee's job end date is then the school term four end date.	Fortnightly pay continues (taking into account any holiday pay adjustments for leave without pay).

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period	Fortnightly pay continues.

Terminating employment

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the employee commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the employee commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the employee commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the employee commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Transferring to another state school or position

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Transferring prior to the end of the school year cannot be processed in End of Year. This job should be processed as normal by terminating in EdPay.	Fortnightly pay continues until the date of transfer.

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period	Fortnightly pay continues until 27 January.

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Transferring prior to the end of the school year cannot be processed in End of Year. This job should be processed as normal by terminating in EdPay.	Fortnightly pay continues until the date of transfer.

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period	Fortnightly pay continues until 27 January.

Primary or area principal

Returning to the same position

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
If they have applied for and been approved leave for the end of the school year, the leave should be booked for the days between their last day of work and the school's term four end date. The employee's job end date is then the school term four end date.	Fortnightly pay continues (taking into account any holiday pay adjustments for leave without pay).

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period	Fortnightly pay continues.

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
If they have applied for and been approved leave for the end of the school year, the leave should be booked for the days between their last day of work and the school's term four end date. The employee's job end date is then the school term four end date.	Fortnightly pay continues (taking into account any holiday pay adjustments for leave without pay) unless they are fixed term.

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period	Fortnightly pay continues unless they are fixed term. If they are fixed-term, final salary plus holiday pay is paid in pay period 19.

Terminating employment

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the employee commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the employee commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the employee commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated at 30% of calendar days during term time from the employee commencement date in the current school year, less any holiday pay already paid during previous term breaks.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Transferring to another state school or position

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Transferring prior to the end of the school year cannot be processed in End of Year. This job should be processed as normal by terminating in EdPay.	Fortnightly pay continues until date of transfer.

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period	Fortnightly pay continues until 27 January.

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Transferring prior to the end of the school year cannot be processed in End of Year. This job should be processed as normal by terminating in EdPay.	Fortnightly pay continues until the date of transfer.

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Paid through the holiday period	Fortnightly pay continues until 27 January.

Secondary principal

Returning to the same position

Dates: 09 Feb or earlier - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Will continue to be paid through the term four break.	Fortnightly pay continues

Dates: 09 Feb or earlier - School term four end date

Holiday Pay Guide	Pay Periods
Will continue to be paid through the term four break.	Fortnightly pay continues

Dates: After 09 Feb - Prior to school term four end date

Holiday Pay Guide	Pay Periods
Will continue to be paid through the term four break.	Fortnightly pay continues

Dates: After 09 Feb - School term four end date

Holiday Pay Guide	Pay Periods
Will continue to be paid through the term four break.	Fortnightly pay continues

Terminating employment

Date: N/A

Holiday Pay Guide	Pay Periods
Holiday pay is made up of: The annual leave balance outstanding from prior entitlement years plus - 12% of gross earnings from the employee's last anniversary date to the termination date (including the annual leave payout) 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. N.B. Your school must advise when terminating the job if the principal has an outstanding leave balance. The Secondary Principals CA requires annual leave be used each year unless otherwise agreed in writing with the School Board.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus holiday pay is paid in the pay period the employee's job terminates.

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods
Transferring to another school or position is terminating their current position - please select "Terminating employment" to see how their holiday pay will be paid.	N/A

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 four end date

Holiday Pay Guide	Pay Periods
Annual leave of 4, 4.6 or 5 weeks (based on service) is paid, less any annual leave taken during the year. Christmas Day, Boxing Day, New Year's Day and the Day after New Year's Day, will be paid if the employee would normally work on the days of the week these fall.	Fortnightly pay continues until pay period 18. Final pay plus holiday pay paid in full in pay period 19.

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

Holiday Pay Guide	Pay Periods
Holiday pay is paid as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from previous year's pay period 19 to current year's pay period 18, less the gross dollar value of any annual leave paid during the year.	Fortnightly pay continues until pay period 18. Final pay plus holiday pay paid in full in pay period 19.

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

Holiday Pay Guide	Pay Periods
Holiday pay is paid as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from their commencement date in the current school year to pay period 18, less the gross dollar value of any annual leave paid during the year. Christmas Day, Boxing Day, New Year's Day and the Day after New Year's Day, will be paid if the employee would normally work on the days of the week these fall.	Fortnightly pay continues until pay period 18. Final pay plus holiday pay paid in full in pay period 19.

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

Holiday Pay Guide	Pay Periods
Holiday pay is paid as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from their commencement date in the current school year to pay period 18, less the gross dollar value of any annual leave paid during the year.	Fortnightly pay continues until pay period 18. Final pay plus holiday pay paid in full in pay period 19.

Terminating employment

Dates: Before or within ten days after the school start date - 01 Dec or later

Holiday Pay Guide	Pay Periods
Holiday pay is made up of: Annual leave of 4, 4.6 or 5 weeks (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 current year's pay period 19 to the last day of annual leave plus public holidays. Christmas Day, Boxing Day, New Year's Day and the Day after New Year's Day, will be paid if the employee's last day of work is within 10 days of the end of term four for their school, and the employee would normally work on the days of the week these fall.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee's job terminates.

Dates: Before or within ten days after the school start date - Before 01 Dec

Holiday Pay Guide	Pay Periods
Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from previous year's pay period 19 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 Christmas Day, Boxing Day, New Year's Day and the Day after New Year's Day, will be paid if the employee's last day of work is within 10 days of the end of term four for their school, and the employee would normally work on the days of the week these fall.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee's job terminates.

Dates: More than ten days after the school start date - 01 Dec or later

Holiday Pay Guide	Pay Periods
Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from previous year's pay period 19 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 Christmas Day, Boxing Day, New Year's Day and the Day after New Year's Day, will be paid if the employee's last day of work is within 10 days of the end of term four for their school, and the employee would normally work on the days of the week these fall.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee's job terminates.

Dates: More than ten days after the school start date - Before 01 Dec

Holiday Pay Guide	Pay Periods
Employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from previous year's pay period 19 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 Christmas Day, Boxing Day, New Year's Day and the Day after New Year's Day, will be paid if the employee's last day of work is within 10 days of the end of term four for their school, and the employee would normally work on the days of the week these fall.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee's job terminates.

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods
Transferring to another school or position is 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 four end date

Holiday Pay Guide	Pay Periods
Holiday pay is calculated as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from previous year's pay period 19 to current year's pay period 18. Christmas Day, Boxing Day, New Year's Day and the Day after New Year's Day will be paid.	Timesheets will be paid as they are submitted by the school. Holiday pay is paid in pay period 19 and public holidays are paid in pay period 20.

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

Holiday Pay Guide	Pay Periods
Holiday pay is calculated as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from previous year's pay period 19 to current year's pay period 18.	Timesheets will be paid as they are submitted by the school. Holiday pay paid in full in the pay period 19.

Terminating employment

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

Holiday Pay Guide	Pay Periods
Holiday pay is calculated as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from previous year's pay period 19 to the employee's last day of work, including any public holidays paid. Christmas Day, Boxing Day, New Year's Day and the Day after New Year's Day will be paid.	Timesheets will be paid as they are submitted by the school. Holiday pay and public holidays will be paid in full in the pay period the employee's job terminates.

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

Holiday Pay Guide	Pay Periods
Holiday pay is calculated as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from current year's pay period 19 to the employee's last day of work.	Timesheets will be paid as they are submitted by the school. Holiday pay will be paid in full in the pay period the employee's job terminates.

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods
Transferring to another school or position is terminating their current position - please select "Terminating employment" to see how their holiday pay will be paid.	N/A

52 week non-teaching employee

Returning to the same position

Date: N/A

Holiday Pay Guide	Pay Periods
Paid through the holiday period. Leave paid as submitted by the school.	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.

Terminating employment

Date: N/A

Holiday Pay Guide	Pay Periods
Holiday pay is made up of: The annual leave balance outstanding from prior entitlement years (if any) 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. 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. Christmas Day, Boxing Day, New Year's Day and the day after New Year's 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.	Fortnightly pay continues up until the pay period the employee's job terminates. Final salary plus calculated holiday pay and public holidays (if due) are all paid in the pay period the employee's job terminates.

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods
Transferring to another school or position is 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 - Before completion of weeks worked as per annualisation agreement

Holiday Pay Guide	Pay Periods
If the last day of duty is less than (or equal to) 14 calendar days from the employee's term four end date originally advised, LWOP should be booked from the day after the employee's last day of duty until employee's original term four end date. The employee's annualised pay continues through holiday period. If the last day of duty is more than 14 calendar days from the employee's term four end date originally advised, the employee is required to be changed to term-time-only in EdPay. The employee's annualised pay from start of annualisation agreement is reversed and the employee has their pay for the whole year is recalculated as term time only. 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.	N/A

Dates: N/A - On completion of weeks worked as per annualisation agreement

Holiday Pay Guide	Pay Periods
Annualised pay continues through holiday 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 in the pay period after the pay period that includes 30 January.	Annualised pay continues until 30 January. Additional holiday pay paid on non-annualised earnings is paid in the pay period after the pay period that includes 30 January.

Terminating employment

Dates: N/A - Before completion of weeks worked as per annualisation agreement.

Holiday Pay Guide	Pay Periods
An EdPay termination/EP6 is required to be sent to your Payroll Advisor. If the last day of duty is less than (or equal to) 14 calendar days from the employee's term four end date originally advised, LWOP will be booked from the day after the employee's last day of duty until employee's original term four end date. The employee's annualised pay continues until 30 January. If the last day of duty is more than 14 calendar days from the employee's term four end date originally advised, the employee will be changed to term-time-only. The employee's annualised pay from start of annualisation agreement is reversed and the employee has their pay for the whole year is recalculated as term time only. 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.	Fortnightly annualised pay continues up until the pay period the employee's job terminates. Holiday pay on non-annualised earnings is paid in the pay period after the pay period that includes 30 January. OR An annualisation to term-time-only adjustment is made in the pay period that includes the termination date. Final salary plus calculated holiday pay is all paid in the pay period the employee's job terminates.

Dates: N/A - On completion of weeks worked as per annualisation agreement

Holiday Pay Guide	Pay Periods
Job must be terminated through the regular EdPay termination process. Fortnightly pay continues until 30 January. 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 the pay period after the pay period that includes 30 January.	Fortnightly pay annualised pay continues up to 30 January. Holiday pay on non-annualised earnings is paid in the pay period after the pay period that includes 30 January.

Transferring to another state school or position

Date: N/A

Holiday Pay Guide	Pay Periods
Transferring to another school or position is terminating their current position - please select "Terminating employment" to see how their holiday pay will be paid.	N/A