

# Novopay Holiday Codes

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## Fixed term teacher

### Returning to the same position

Dates: 07/02/19 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 2019, 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's anniversary date (whichever is the lesser).	Fortnightly pay continues up until 27 January (any unpaid holiday pay will be at the end of the Term 4 break).	N/A

Dates: 07/02/19 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 Novopay Online is 27 January	N/A

Dates: After 07/02/19 - 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 2019, 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's 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 pay period 19.	N/A

Dates: After 07/02/19 - 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 2019, 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's anniversary date (whichever is the lesser).</p>	<p>Final salary plus holiday pay is paid in the pay period 19</p>	<p>N/A</p>



## Terminating employment

Dates: 07/02/19 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 2019, 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's 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>	<p>N/A</p>

Dates: 07/02/19 or earlier - 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 2019, 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's 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>	<p>N/A</p>

Dates: After 07/02/19 - 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 2019, 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's 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>	<p>N/A</p>

Dates: After 07/02/19 - 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 2019, 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's 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>	<p>N/A</p>

## Transferring to another state school or position

Dates: 07/02/19 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 NOVO6 form or by processing in Novopay Online.	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.	N/A

Dates: 07/02/19 or earlier - School term 4 end date

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

Dates: After 07/02/19 - 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 NOVO6 form or by processing in Novopay Online.	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.	N/A

Dates: After 07/02/19 - 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 2019, 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's anniversary date (whichever is the lesser).	Final salary plus holiday pay is paid in the pay period 19	N/A

## Permanent teacher

### Returning to the same position

Dates: 07/02/19 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)	N/A

Dates: 07/02/19 or earlier - School term 4 end date

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

Dates: After 07/02/19 - 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)	N/A

Dates: After 07/02/19 - School term 4 end date

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





## Terminating employment

Dates: 07/02/19 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 2019, 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's 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>	<p>N/A</p>

Dates: 07/02/19 or earlier - 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 2019, 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's 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>	<p>N/A</p>

Dates: After 07/02/19 - 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 2019, 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's 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>	<p>N/A</p>

**Dates: After 07/02/19 - 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 2019, 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's 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.	N/A

**Transferring to another state school or position**

**Dates: 07/02/19 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 NOVO6 form.	Fortnightly pay continues until the date of transfer.	N/A

**Dates: 07/02/19 or earlier - School term 4 end date**

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

**Dates: After 07/02/19 - 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 NOVO6 form.	Fortnightly pay continues until the date of transfer.	N/A

**Dates: After 07/02/19 - School term 4 end date**

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

## Primary or Area Principal

### Returning to the same position

Dates: 07/02/19 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)	N/A

Dates: 07/02/19 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 07/02/19 - 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) unless they are fixed term.	N/A

Dates: After 07/02/19 - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Paid through the holiday period	Fortnightly pay continues unless they are fixed term.	N/A



## Terminating employment

Dates: 07/02/19 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 2019, 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's 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.	N/A

Dates: 07/02/19 or earlier - School term 4 end date

Holiday Pay Guide	Pay Periods	Example
Holiday pay is calculated through to the employee's anniversary date.	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

Dates: After 07/02/19 - 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 2019, 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's 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.	N/A

Dates: After 07/02/19 - 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 2019, 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's 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>	<p>N/A</p>

## Transferring to another state school or position

Dates: 07/02/19 or earlier - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
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 NOVO6 form.	Fortnightly pay continues until date of transfer.	N/A

Dates: 07/02/19 or earlier - School term 4 end date

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

Dates: After 07/02/19 - Prior to school term 4 end date

Holiday Pay Guide	Pay Periods	Example
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 NOVO6 form.	Fortnightly pay continues until the date of transfer.	N/A

Dates: After 07/02/19 - School term 4 end date

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



## Secondary Principal

### Returning to the same position

Dates: 07/02/19 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	N/A

Dates: 07/02/19 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	N/A

Dates: After 07/02/19 - 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	N/A

Dates: After 07/02/19 - 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	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            (If the principal is on the latest CA/2019 IEA)            a. If the anniversary date is prior to 2/9/2019            - 10% of gross earnings from the employee's last anniversary date to 1/9/2019.            - 12% of gross earnings from the 2/9/2019 to the termination date (including the annual leave payout)</p> <p>b. If the anniversary date is on or after 2/9/2019            - 12% of gross earnings from the employee's last anniversary date to the termination date (including the annual leave payout)</p> <p>(If the principal is on the old IEA - 2016 IEA or older)            - 10% of gross earnings from the employee's last anniversary date to the termination date (including the annual leave payout).</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 on Novo6 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 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
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.	N/A	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 4 end date

Holiday Pay Guide	Pay Periods	Example
<p>Annual leave of 4, 4.6, or 5 weeks (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 the days of the week these fall.</p> <p>If the employee's end date is earlier than the 01/12/2019 the employee is paid holiday pay as a percentage of gross earnings (8%, 9.2%, or 10% based on service) from 01/12/18 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 19.</p>	<p>N/A</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 pp201919 to pp202018, 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 19.</p>	<p>N/A</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 2019 start date to pp202018, 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 19.</p>	<p>N/A</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 2019 start date to pp202018, 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 19.</p>	<p>N/A</p>



## Terminating employment

Dates: Before or within ten days after the school start date - 01/12/19 or later

Holiday Pay Guide	Pay Periods	Example
<p>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 pp202019 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. 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 01/12/19

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 PP19 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 - 01/12/19 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 PP19 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 - Before 01/12/19**

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 PP19 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>



## 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 pp201919 to pp202018.</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 pay period 19 and public holidays (if due) are paid in pay period 20.</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 pp201919 to pp202018.</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>	<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 pp201919 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 is paid in pay period 19 and public holidays (if due) are paid in pay period 20.</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 pp201919 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. 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>	<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 - 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 the pay period after the pay period that includes 30 January.</p>	<p>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 (the 2019 annualisation finishes in PP202023 so this payment will be paid in PP202024</p>	<p>N/A</p>

Dates: N/A - Before completion of the indicated weeks worked included in annualisation period

Holiday Pay Guide	Pay Periods	Example
<p>If the last day of duty is less than (or equal to) 14 calendar days from the school's term 4 end date, school should book LWOP from the day after the employee's last day of duty until the school's term 4 end date. The employee's annualised pay continues through holiday period.</p> <p>If the last day of duty is more than 14 calendar days from the school's term 4 end date, a NOVO2nt is required to be sent to Novopay. The employee's annualised pay from PP201923 is reversed and the employee as their pay for the whole year is 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>	<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 the pay period after the pay period that includes 30 January.</p>	<p>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 (the 2019 annualisation finishes in PP202023 so this payment will be paid in PP202024</p>	<p>N/A</p>

## Terminating employment

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

Holiday Pay Guide	Pay Periods	Example
<p>A NOVO6 is required to be sent to Novopay.</p> <p>The employee's annualised pay from PP201923 is reversed and the employee has their pay for the whole year recalculated as Term Time Only.</p> <p>Holiday pay is then calculated on the term-time only earnings for the 2019 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>Fortnightly pay annualised pay continues up until the pay period the employee terminates.</p> <p>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</p>	<p>N/A</p>

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

Holiday Pay Guide	Pay Periods	Example
<p>A NOVO6 is required to be sent to Novopay. If School confirms the employee is taking up employment outside of the State Education Service then they will be paid lump sum of their remaining annualisation.</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>	<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