

AMENDED SCHEDULE 2

CROWN EMPLOYEES (SCHOOL ADMINISTRATIVE AND SUPPORT STAFF) AWARD

VARIATION (IRC No. 382 of 2010)

Purchased leave clause

3. Insert new subclause 16.15 Purchased Leave in clause 16, Leave as follows:

16.15 Purchased Leave

16.15.1 An employee may apply to enter into an agreement with the Department to purchase either 10 days (2 weeks) or 20 days (4 weeks) additional leave in a 12 month period.

- (i) Each application will be considered subject to operational requirements and personal needs and will take into account the Department's business needs and work demands.
- (ii) The leave must be taken in the 12 month period specified in the Purchased Leave Agreement and will not attract any leave loading.
- (iii) The leave will count as service for all purposes.

16.15.2 The purchased leave will be funded through the reduction in the employee's ordinary rate of pay.

- (i) Purchased leave rate of pay means the rate of pay an employee receives when their ordinary salary rate has been reduced to cover the cost of purchased leave.
- (ii) To calculate the purchased leave rate of pay, the employee's ordinary salary rate will be reduced by the number of weeks of purchased leave and then annualised at a pro rata rate over the 12 month period.

16.15.3 Purchased leave is subject to the following provisions:

- (i) The purchased leave cannot be accrued and will be refunded where it has not been taken in the 12 month period.
- (ii) Other leave taken during the 12 month purchased leave agreement period i.e. sick leave, recreation leave, extended leave or leave in lieu will be paid at the purchased leave rate of pay.
- (iii) Sick leave cannot be taken during a period of purchased leave.
- (iv) The purchased leave rate of pay will be the salary for all purposes including superannuation.
- (v) Overtime and salary related allowances not paid during periods of recreation leave will be calculated using the employee's hourly rate based on the ordinary rate of pay.
- (vi) Higher Duties Allowance will not be paid when a period of purchased leave is taken.

16.15.4 Specific conditions governing purchased leave may be amended from time to time by the Department in consultation with the Association. The Department may make adjustments relating to its salary administration arrangements.

4. This variation shall take effect on and from 2 June 2010.