Leave management package
RAM 2015 – Information sheet 9

In 2015, the 229 schools who participated in the Empowering Local Schools National Partnership will continue to implement the leave management package.

The leave management package includes three components detailed below.

1. Existing short-term casual relief funding that will be delivered to schools as a part of the school-based allocation under the RAM

2. The inclusion of 100% non-chargeable statutory leave types (i.e. at no cost to the school). These include:
   - long service leave
   - parental leave - maternity, paternity and adoption
   - special leave - jury, subpoenaed, called as witness and state emergencies
   - military leave.

3. A shared risk fund which provides protection to schools from low occurrence, high cost instances of leave, including sick leave, family and community service leave and accident leave. The Shared Risk Fund will include:
   - a shared pool of funds established through existing long-term relief budgets and the contribution of premiums from schools. Premiums will be reviewed and adjusted on an annual basis
   - each school’s contribution, which will be separately identified on the RAM school report
   - a shared pool of funds to be partially reimbursed for leave taken using a sliding scale, with partial reimbursement commencing from the fourth consecutive day of leave and increasing on a stepped basis until full reimbursement from the 16th consecutive day of leave as below.

<table>
<thead>
<tr>
<th>Leave Day Number</th>
<th>Reimbursement percentage to school from shared risk fund</th>
<th>Reimbursement Rates for 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0%</td>
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<tr>
<td>2</td>
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<td>3</td>
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<td>4</td>
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<td>15</td>
<td>45%</td>
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<tr>
<td>16+</td>
<td>100%</td>
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</tbody>
</table>

For teaching staff, reimbursement is made as a percentage of the approved standard rate of a classroom teacher.

For non-teaching staff, reimbursement is made as a percentage of the approved standard rate of a school administrative officer.
What implications does the leave management package have for long service leave?

Long service leave of any duration will not be paid for by the school.

What happens when there are broken absences in an employee’s leave?

A broken absence may occur when an employee is absent for broken periods of leave which relate to the same illness or medical condition or the care of a sick relative. Applications for broken absences will be approved on a case by case basis and form part of the shared risk model.

How will above establishment positions be administered?

Above establishment positions will be funded from the corporate budget through a monthly credit to schools.

What is standard cost?

Schools on SAP (the 229 schools) will receive a costed staff entitlement at standard cost which includes on-costs. On-costs are the additional costs incurred when employing someone and include items such as:

- annual leave loading
- payroll tax
- superannuation
- long service leave.

Under the RAM, in 2015 there will be an on-cost of 18.7% for all staff (teaching and non-teaching) regardless of the funding source.

In 2015, the standard cost of a teacher is $100,501 (including on-costs) and applies to all permanent and temporary classroom teachers.

For the 229 schools, standard cost will apply to all government-funded, staff-related budget allocations.

What is actual cost?

Actual cost refers to the actual salary rate specific to the person, position level and position description. From 2015, all schools will be charged actual cost plus 18.7% on-costs when they:

- utilise school and community source funds to engage staff
- engage casual staff, regardless of funding source.

In 2015, all non-SAP schools using government funding to engage staff will be charged actual cost plus on-costs.