

Department for Education, Children and Young People

PEOPLE SERVICES AND SUPPORT

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Dear Employee

School Support Staff Election to Entitlements Form

I am writing to you to introduce a new annual form that has been developed for School Support Staff, to assist in streamlining the additional work options and annualisation elections available to you.

Given the nature of work school support undertake and as per the provisions of the Tasmanian State Service Award, engagement is predominantly arranged during school terms (i.e. period of educational instruction) which is a period of approximately 40 weeks per year. However, did you know you can choose to work and be paid for additional weeks per year and/or work additional weeks of hours during school terms?

These additional weeks and hours are not new, but ahead of the 2025 school year, the **School Support Staff Election to Entitlements Form** (enclosed) will help you to nominate ahead of the school year whether you would like to work additional weeks and/or hours.

Did you know you can also annualise your salary? Because most School Support Staff are engaged during school terms, the option to annualise salary means you can elect to have a percentage deducted from your salary which then 'annualises' your salary across the entire year. The deductions are then added to your accrued recreational leave, the Christmas closedown days and the Christmas Day, Boxing Day, and New Years Day holidays with pay, to spread your entire salary and entitlements evenly across the calendar year. The enclosed form outlines all the options available to you and the different percentage deductions that would apply depending on which elections you make.

For example, if you work 40 weeks in the year, you can have 14.68% deducted from your pay each fortnight so that instead of only getting paid during term time, you would be paid 85.32% of your salary each fortnight of the calendar year (with this amount including your leave and closedown days/Christmas/New Year holidays).

As an example of how you might combine these two elections as a 40 week employee, you might nominate to work the additional 2 weeks, work the additional week of hours (for part time employees), and opt to add the PSUWA additional week, and then annualise everything. This would mean you would have 6.4% of your salary deducted each fortnight to spread your salary and entitlements evenly across the calendar year.

You can nominate at the start of the year what you wish to commit to working as additional time, and/or that you want to annualise your pay for the year. This will give you certainty as to what you are earning without consideration of the school holiday periods.

Of course, you do not have to make any election as the additional work time is voluntary, and we know some employees only want to work during the school terms for a variety of reasons.

Similarly, you don't have to annualise your salary, and you can continue to be paid as normal, with no pay during school holidays, together with receiving your leave entitlements and Christmas closedown days and the Christmas Day, Boxing Day and New Years Day paid at the end of the year.

The option to elect to work additional weeks and/or hours and to annualise is a personal choice, and I encourage you to consider these options in line with your own personal circumstances and any operations at the school. In that regard I also encourage you to reach out to your School Business Manager to discuss and make any arrangements.

Whichever way you choose, please ensure you make your election on the enclosed form and return it to [HR Payroll and Systems Service Centre](#) by 29 November 2024 so that your election can be processed by the HR Payroll Team for the 2025 year.

Paul Gourlay
DIRECTOR
People Services and Support

FAQs

What if my workload is going to increase or decrease?

If you have a guarantee of additional hours from the first pay period in February for the full twelve-month annualisation period, you can annualise your salary at these hours. If you work additional hours on an irregular basis these cannot be included in the annualisation and will need to be identified by the school and progressed for payment via the Relief Absence System. You would be paid these on a fortnightly basis at your full hourly rate and will accrue recreation leave for these hours for which payment will be made at the end of the school year.

If you have a guaranteed decrease in hours from the first pay period in February for the full twelve-month annualisation period, you can annualise your salary at these hours. You cannot decrease your hours during the annualisation period, if this occurs, the annualisation agreement would be suspended and you would revert to normal payment of 40/42 weeks and you would need to wait until the following year to re-elect to annualise.

What if I need to take Leave Without Pay (LWOP)?

Because annualisation requires you to be working your contracted hours and a percentage of salary is deducted from that to spread your salary across the year, it isn't possible to take LWOP during annualisation. If you wished to apply for LWOP and it was granted, then the annualisation agreement would be suspended and you would revert to normal payment of 40/42 weeks and you would need to wait until the following year to re-elect to annualise. For short periods of LWOP ie 1 or 2 days your fortnightly pay can be adjusted.

What happens if I suspend my annualisation agreement?

If you withdraw from your annualisation agreement, or it was suspended for the reasons above, a refund of the percentage deductions from your salary is made and any non-attendance periods for the year are reinstated. You would revert to standard 40/42-week conditions of employment, including credit of recreation leave accruals (which would have been paid to you previously as part of the annualisation of salary). This can result in an overpayment of salary, which you would be required to repay.