**LETTER TEMPLATE**

**RETURNING TO WORK AFTER PARENTAL LEAVE**

September 01,20XX

I confirm that you are currently on parental leave at **[Insert school]** (School) under the Victorian Catholic Education Multi Enterprise Agreement of 20XX. (VCEMEA). You started your parental leave on **[Insert date],** and you'll be back to work on **[Insert date].**

As we recently discussed, you have agreed to work at the School as a **[Emergency/Casual Relieving / Fixed Term]** [**Teacher/Education Support Employee/Other]** on a **[full-time /part-time (only if CRT or Fixed Term)]** basis (Temporary Position) from **[Insert date]** until **[Insert date]** on a [**full-time /part-time].**

You are eligible to be paid the standard rate of pay (minus all allowances) for your pre-parental leave position concerning this work under Appendix 1, Clause 15(2) of the VCEMEA. To accrue leave, this task qualifies as service.

**[Include if the job is part-time]:** Because you are employed part-time, you may be offered more hours of work during additional hours worked will be paid at the regular rate and will not be subject to loading for e duration of the work (i.e., the provisions of Clause 55.2(e) will not apply to such additional hours). These extra hours will be counted as service for the company.

You will resume your parental leave after this work, which does not affect or prolong your initial return to work date from parental leave. Your return to work will be considered with you at a later time and will be governed by the VCEMEA's parental leave regulations. All other terms and conditions stated in your **[Insert date]** letter of appointment remain in effect.

Please sign the note of acceptance below in both copies of this letter and return one copy to the school to confirm this arrangement.

Sincerely yours.