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From: DEECD Mail
Sent: Tuesday, 19 August 2008
To: DL All School Principals; DL All Assistant and Campus Principals; DL All Schools; DL All Corporate (new); DL All School Council Presidents; DL School Services Officer A-H; DL School Services Officer I-P; DL School Services Officer Q-Z; DL All Business Managers; DL TSP All Technicians; DL School Technicians; DL All HRMS Users; SDL OHS Reps; DL Learning Technology Coordinators; DL Allied Health Officers
Subject: **B029-2008** DEECD MAIL Bulletin for week ending 22 August 2008

Department of Education and Early Childhood Development – Victoria

For all principals, business managers and regional staff

S302-2008 Short Term Leave Reimbursement (STLR) for Teaching and Non-Teaching Staff (SSOs)

Main Points

- The Short Term Leave Reimbursement process (STLR) (previously known as Casual Relief Teacher Regional Contingency) will now be processed centrally by the Schools Resource Allocation Branch (SRAB) from 1 October, 2008.
- An initial pilot trialling the processing of STLR submissions in 2 regions (Eastern and Northern Metropolitan Regions) will be conducted during September 2008. More information for those schools impacted by the pilot will be emailed directly to schools in mid-August by relevant regional offices.
- Regional offices will continue to process STLR requests for teaching staff up until 30 September 2008 (August 31 for the two pilot regions).
- Non-Teaching staff (SSOs) will now also be eligible for STLR funding effective from 1 January, 2009.

Actions Required

- All schools will now be required to process and submit STLR claims to the SRAB from the 1 October 2008. (1 September for pilot schools).
- To ensure a smooth transition, it is recommended that all schools submit any outstanding claims to their regional offices prior to the commencement date of the new processing arrangements.
- Use CASES21 Finance General Ledger code 80071 (Casual Relief Teaching Staff) or 89204 (Service Provider (for agency employed CRTs)) plus the Sub Program code 8601 (Casual Relief Teachers) for payments related to teaching relief.
- Use CASES21 Finance General Ledger code 80050 (Teaching Support Staff), 80051 (Teacher Aides) or 80052 (Other Non Teaching Staff) for payments relating to Non Teaching Staff.
- All STLR requests should be emailed to Schools Short Term Leave Reimbursement available on the Global Address List as schools.leave.reimbursement@edumail.vic.gov.au

Critical Dates

- 1 September, 2008 for those schools that will form part of the pilot regions (EMR and NMR), and 1 October 2008 for all other schools.

Additional Information

- As part of the new process, claims for STLR for teaching and non teaching will need to be submitted no later than by the end of the next term after the replacement takes place. For example, if a teaching/non teaching staff member was replaced for 10 days during February (Term 1), the claim for reimbursement for this replacement must be received by the SRAB by the end of Term 2 in the same year. Claims received after the dates specified will NOT be processed.
- Guidelines in relation to the new STLR process for teaching and non-teaching staff will be available on the SRP website at <https://www.eduweb.vic.gov.au/srp/> from 1 September, 2008.

Jeff Rosewarne

Deputy Secretary

Office of Resources and Infrastructure