

TERANG COLLEGE

Time In Lieu

POLICY (Staff)

1. RATIONALE

- 1.1. Time in lieu is defined as the hours worked which are additional to the staff member's normal hours of duty as agreed in Department Guidelines and Requirements.

2. AIM

- 2.1. To offer time in lieu to those staff who work outside the boundaries of their hours of work when requested by a member of the Principal Class to ensure:
 - 2.1.1 all Department of Education and Training guidelines and requirements are met in ensuring the safety of students.
 - 2.1.2 students have the benefit of a full curriculum including camps and excursions in all subjects offered, along with optional trips that enhance learning.
 - 2.1.3 staff have a life / work balance - reasonable notice will be provided for any out of normal hours work requests.
 - 2.1.4 we maintain a supportive and caring work environment, where there is "give and take" for example urgent family matters etc and would anticipate this be taken into consideration when documenting claims for TIL.
 - 2.1.5 all current employment Awards and Agreements are adhered to.
- 2.2. To enable, with reasonable notice provided, the Principal to request an employee to work in excess of the normal hours of duty where such work is unavoidable.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and the Government Ministerial Orders and Acts and the current Victorian Government Schools Agreement.
- 3.2. An employee who is directed to work in excess of normal hours of duty may claim time in lieu provided:
 - 3.1.1 prior approval of all work required in excess of an employee's normal weekly hours of duty is documented and endorsed by the Principal.
 - 3.1.2 all Education Support recall days have been credited prior to claiming additional absence time.
 - 3.1.3 The accumulated hours must be used within twelve months.
 - 3.1.4 no payment for time in lieu has been received.
 - 3.1.4.1 As an alternative to time in lieu, the Principal and the employee may agree to payment for time in lieu owed - payment of time in lieu is paid at the staff member's current hourly rate via Extra Hours Payment in Edupay.
- 3.3. An employee who is directed to work in excess of normal hours of duty as outlined in the Department Agreements and Guidelines may request not to do so where this would unreasonably affect personal or family commitments and the Principal shall not unreasonably refuse such a request.
- 3.4. Unless approved by the Principal, staff will not be eligible for Time in Lieu for conferences, professional development and school activities:
 - 3.3.1 during the school term and staying overnight.
 - 3.3.2 if occurs on the staff member's scheduled days off.
- 3.5. The timing of the time in lieu is at the discretion of the Principal having regard to the operational needs of the College and the wishes of the employee and may include any day or days, other than periods of approved leave.
- 3.6. Time in Lieu hours cannot be taken in advance as the work has to be done first.
- 3.7. When an education support employee attends camps and excursions time in lieu will be granted for any time after normal end of duty until 9.00pm and from 7.00 am to normal start of duty.

3.8. Approval Process:

- 3.7.1 Time in Lieu approvals must be approved in writing by the Principal or delegate one month prior to the activity if possible. (form available)
- 3.7.2 Written confirmation of approval must be forwarded to the Business Manager within seven days of the approval confirmation.
- 3.7.3 Written confirmation of attendance outside normal working hours must be forwarded to the Business Manager within seven days of returning from the approved activity.

4. EVALUATION

- 4.1. This policy will be reviewed as part of the College's three-year review cycle.

Approved by College Council 20/08/2018

TIME IN LIEU APPROVAL (All Staff)

Terang College

NAME: _____

RECORD NO: T0 _____

DATE	REASON	START TIME	END TIME	HOURS/MINS (round to 15 mins)
Total Time Approved				

EMPLOYEE SIGNATURE: _____

DATE: _____

PRINCIPAL SIGNATURE: _____

DATE: _____

THIS FORM IS TO BE RETURNED TO THE GENERAL OFFICE OF EITHER CAMPUS

Office Use Only:

Notes on Hour Credits used against: _____

PROCESSED BY: _____

DATE: _____

Extract from Time in Lieu Policy:

4.2. Approval Process:

- 3.7.4 Time in Lieu approvals must be approved in writing by the Principal or delegate one month prior to the activity if possible. (form available)
- 3.7.5 Written confirmation of approval must be forwarded to the Business Manager within seven days of the approval confirmation.
- 3.7.6 Written confirmation of attendance outside normal working hours must be forwarded to the Business Manager within seven days of returning from the approved activity.