

## EDUCATION SUPPORT STAFF TIME IN LIEU POLICY

### Policy Statement

It is understood that an Education Support (ES) Class Employee may be required to undertake work in addition to her/his ordinary hours of employment, where such work is unavoidable and reasonable notice is given. In such circumstances, the ES shall be granted Time in Lieu (TIL) equivalent to the additional time worked, provided that prior approval has been granted for the additional time worked by the Principal or Assistant Principal (P, AP).

### Aim

To clarify the operation of time in lieu for ES staff consistent with the VGSA 2013 and DET guidelines in the local Carlton North Primary School context

### Guidelines/Implementation

Time in Lieu taken shall be negotiated between the employee and P or AP so as not to affect the effective operation of the school whilst taking into consideration the wishes of the employee. TIL entitlements should be taken in the current school year; where this is not possible and TIL remains outstanding it must be cleared by 30 June of the following school year or:

- a) Take time off equivalent to the time owed, commencing immediately; or
- b) Request payment at her/his normal rate of pay plus 50% for the additional time worked.
- c) As an alternative to TIL, the Principal and employee and agree to payment for TIL owed at the employees normal rate of pay.

### Activities outside normal working hours that may be considered for TIL include, but are not limited to:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| • ES Staff meetings                | Hour for hour – Deemed approved |
| • Parent teacher interviews        | Hour for hour                   |
| • Camps                            | One day per night               |
| • Professional Development         | Hour for hour                   |
| • Excursions                       | Hour for hour                   |
| • Information/Orientation evenings | Hour for hour                   |

All TIL must be approved (unless deemed approved) by the P or AP and recorded by the Business Manager **before** the work is undertaken. Teaching staff cannot require the ES staff to undertake any TIL without the approval of the Principal or AP.

### Application & Documentation Procedure

#### Request to accrue TIL:

1. Complete a TIL proforma .
2. Bring the form to Business Manager to seek P or AP approval.
3. You will be notified via email if the TIL is approved.
4. Confirm actual hours worked with BM.

A reason will be provided if denied.

#### Requests to take accrued TIL:

1. Requests are to be sent via email to the Principal
2. The Principal will reply advising if the TIL is approved; the Business Manager will be cc'd.

A reason will be provided if denied.

**Important Points:**

*Time in lieu may not be granted if additional hours are worked prior to the authorisation being given.*

*Time may not be granted immediately before or after the beginning of a Term or Public Holiday.*

**Evaluation**

This policy will be reviewed in 2018 or sooner if required

This policy was ratified by School Council 3 May 2016.