

Croydon Community School & OPTIONS

ES Time in Lieu Policy



PURPOSE

An ES 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 most 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 Advisor/Team Leader with final approval by either the Principal, Assistant Principal or Business Manager.

POLICY

Areas of Duty covered by Time in Lieu:

- **Required attendance at Camps/Excursions:**
 - **Camps** - to support individual student – claimable hours shall be 12 hours, less the normal working hours for that period of time (as per eduPay work schedule).
 - **Excursions** – to support individual students or a group of students – time in lieu will be granted for any additional hours worked on the day of the required excursions less the normal working hours for that day (as per eduPay work schedule).

- **Special Events** – where ES are requested to perform duties, (but not if an ES employee chooses to volunteer their services) at events such as:
 - Parent/Teacher Exhibition Presentation/Interviews
 - Information/Orientation Nights
 - Professional Development attendance outside normal working hours.

- **Regular activities** – where attendance by an ES is beneficial to Croydon Community School & OPTIONS operations:
 - Compulsory attendance at meetings
 - Peak work output times e.g. Beacon/Presentation Night/s, Fundraising events, etc. where it is a requirement for the ES staff member to attend.

- **Time in Lieu** –will be negotiated with either the Principal, Assistant Principal or Business Manager at a time suitable to Croydon Community School & OPTIONS and it's operations.
NOTE: In some cases depending on the role of the ES member additional negotiations with the either the Principal, Assistant Principal or Business Manager may apply.

Once a staff member has accrued 3 days TIL, arrangements should be made to take the TIL or arrangement for the TIL to be paid out within 6 months of accruing.

TIL accrued in the prior year will be carried forward to the next year, or arrangement for the TIL to be paid out within 6 months of accruing.

Process:

- Time in Lieu must have prior approval by either the Principal, Assistant Principal or Business Manager.
- Any additional hours are to be recorded on the TIL sheet and given to Business Manager.
- TIL is to be worked in sessions of at least 30 minutes.
- Additional Hours are to be approved by the either the Principal, Assistant Principal or Business Manager **prior** to the event.
- Additional hours to be discussed and calculated with the Business Manager and cumulative calculations recorded in the TIL register.
- Negotiate days to take as time in lieu.

Allocation of Time in Lieu:

- Time in lieu shall be negotiated between the employee, Principal, Assistant Principal and Business Manager so as not to affect the effective operation of Croydon Community School & OPTIONS, taking into consideration the wishes of the ES.
- Time in Lieu will not be negotiable against scheduled work days at the commencement of a school year.

FURTHER INFORMATION AND RESOURCES

References:

- Victorian Government Schools Agreement 2017

REVIEW CYCLE

This policy was ratified by School Council in Feb 2020 and will be reviewed as part of the school's three-yearly review cycle or if guidelines change.