POLICY: TIME IN LIEU

PURPOSE:

From time to time, education support class employees may be required to work longer hours to accommodate a pressing work issue, attend meetings or represent the organisation outside of their usual working hours. The requirement to work hours in excess of normal hours should only be where such work is unavoidable and reasonable notice is provided. Time off in lieu will be offered as an option to employees who are required to work hours beyond their normal contractually agreed weekly hours. This arrangement is designed to ensure that an employee is not working excessive hours and to ensure work/life balance. It is not expected that time in lieu will be a standard or regular occurrence.

AIMS:

- to ensure that education support staff have an understanding of the use of time in lieu arrangements in the school.
- to ensure education staff are aware of the procedures for time in lieu.
- to ensure education support staff are treated consistently

IMPLEMENTATION:

- time in lieu will be undertaken in accordance with that stipulated in the Victorian Government Schools Agreement 2021
- an education support class employee is entitled to time off in lieu where they are required to work in excess of their normal hours of duty. Time off in lieu is equivalent to the additional time worked.
- time in lieu can be accrued and taken only with the prior approval of the principal or by their properly delegated authority.
- education support staff who choose to stay late to complete work without prior approval, will not be eligible to make a request for time in lieu and will need to discuss the matter with the principal.
- time at which time off in lieu is granted is at the discretion of the principal having regard to the operational needs of the school and the wishes of the employee.
- time off in lieu may be granted on any day other than a day of approved leave.
- as an alternative to time off in lieu, the principal and the employee may agree to payment for time in lieu owed at the employee's normal rate of pay.
- unless otherwise agreed between the principal and the employee, where time in lieu remains outstanding from the previous school year, at 30 June of the following school year, the employee may elect to either:
    - take time off equivalent to the time owed, commencing immediately, or
    - request payment at their normal rate of pay plus 50% for the additional time worked
- the principal shall ensure that the use of time in lieu is not excessive and does not expose the school to staff shortages.

REVIEW:
This policy will be reviewed with each new Victorian Government Schools Agreement.

APPROVED BY SCHOOL COUNCIL: 29/03/2022