



# Cranbourne East Primary School

## TIME-IN-LIEU

### RATIONALE

The commitment of staff at Cranbourne East Primary School to the care and education of students is greatly admired by the school community. From time to time, staff members may be required or elect to work above their given work allocation, during times that are not normally required for work. Time-in-lieu may be requested and approved for individual staff who meet certain DET and school criteria. This policy should be read in line with the DET's guidelines on staff attendance and working hours.

### AIMS

To ensure the DET's policy on time-in-lieu is administered fairly and openly to all teaching and Education Support Class staff at Cranbourne East Primary School.

### IMPLEMENTATION

- a. Where attendance at a parent-teacher report meeting results in a teacher's attendance in that week exceeding 38 hours for a full time teacher or a part time teacher's normal hours of duty, that teacher will be granted time-in-lieu for the hours in excess of 38 hours for a full time teacher or the normal hours of duty of a part time teacher. Time-in-lieu may be granted in that week or any other week of the school year and is to be granted at a time that causes least disruption to the educational program of that school.
- b. Where a teacher has not been granted time-in-lieu that has accrued by 1 December in a year, that teacher may vary their attendance time on any school day prior to the end of that school year equivalent to the time owed.
- c. Variation of a teacher's attendance is subject to the teacher providing the Principal, as the Employer's representative, with not less than three working days' notice.
- d. Where the number of teachers seeking to vary their attendance time on the same day would otherwise result in the dismissal of students on that day, the Principal, as the Employer's representative, is responsible for determining the timing of the absences to avoid the dismissal of students.
- e. The Employer may require an education support class employee to work in excess of the employee's normal hours of duty where such work is unavoidable and reasonable notice is provided. All work required in excess of an education support class employee's normal weekly hours of duty must be documented by the Employer.
- f. An Education Support class employee who is directed to work in excess of the employee's normal hours of duty may request not to do so where this would unreasonably affect personal or family commitments and the Employer will not unreasonably refuse such a request.



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- g. An Education Support Class employee is entitled to time off in lieu for work required in excess of the employee's normal hours of duty.
- h. The Employer will grant time-in-lieu equivalent to the hours of work in excess of the Education Support Class employee's normal hours of duty and will be documented.
- i. As agreed at the local level, Education Support Staff who attend a three day school camp will have one day time in lieu and two day's time in lieu for attending a five day camp.
- j. The timing of the time-in-lieu is at the discretion of the Employer having regard to the operational needs of the school and the wishes of the Education Support Class employee.
- k. As an alternative to time-in-lieu, the Employer and the Education Support Class employee may agree to payment for time-in-lieu owed at the Education Support Class employee's normal rate of pay.
- l. Unless otherwise agreed between the Employer and the Education Support Class 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:
  - take time off equivalent to the time owed, commencing immediately; or
  - request payment at the employee's normal rate of pay plus 50% for the additional time worked.
- m. Time-in-lieu hours can only be taken in full eg three hours time in lieu is to be taken as three hours or equivalent pay. A full day time-in-lieu is to be taken as a full day time in lieu or equivalent pay.

## **Procedure for Requesting Time in Lieu**

1. An employee's request to work extra hours must be granted by the Principal.
2. The employee's Principal must be notified to ensure staffing requirements are met if time in lieu has been granted.
3. A Time-In-Lieu / Payment Request form must be completed by the employee and submitted to the Principal for approval.
4. An employee must inform the Business Manager within 10 working days of the employees intention to take the extra hours worked as time off in lieu or as payment by completing a Time-in-Lieu form.
5. The form is processed by the Business Manager and retained on the employees Personnel File.
6. If the employee requests payment for extra hours worked this will be processed via EduPay by the Business Manager.

## **REVIEW CYCLE**

This policy was last updated in February 2019 and is scheduled for review in February 2021 or when DET guidelines change.