



Yarraville Special Developmental School
No. 7278

TIME IN LIEU POLICY

Yarraville SDS Principal: Ashwini Sharma

School Council President: Kim Mace

Certification

School Council President

Signed *Kim Mace* Date 19/12/17

Principal

Signed *Ashwini Sharma* Date 19/12/17

This policy ratified at School Council meeting 19/12/17



Yarraville Special Developmental School
Excellence In Learning

TIME IN LIEU POLICY

GENERAL STATEMENT:

Time in lieu refers to the hours worked outside of the ordinary starting and finishing times of Educational Support Staff or in excess of the ordinary hours of duty, accumulated on a time for time basis, to be accessed at a mutually agreeable time between the employee and employer.

RATIONALE:

YSDS recognises that staff may be required to work outside or in excess of their normal work hours in order to meet the needs of the program and performs duties consistent with his/her role. To allow for this flexibility an employee may take time off in lieu of payment at a time that is mutually agreeable to the employee and employer. YSDS provides two days to all ES staff to cover their Time in Lieu.

AIMS:

The purpose of this policy is to ensure that:

- All staff have an understanding of Time in Lieu arrangements in the school
- All staff are treated consistently

BROAD GUIDELINES:

Under the 2017 agreement, ES employees have an entitlement to 50 days of paid leave each year (20 days annual leave and 30 days additional paid leave).

48/52 employees can be required to attend for duty for up to 6 days of the 50 day leave period and must be paid the leave purchase allowance for any work during this time.

School years vary in length each year due to public holidays and school term dates. Once an employee's leave entitlement is exhausted, ES employees are "on duty".

IMPLEMENTATION:

The yearly start date for ES will be communicated to ES by the end of October in the previous year.

- In special circumstances, the employer may require an ES employee to work in excess of the employee's normal hours of duty where such work is unavoidable. In such circumstances, reasonable notice will be provided.
- The Employer will document all work required in excess of an Education Support class employee's normal weekly hours.
- All ES staff receive equal Time in Lieu for attending:
 - Mandatory Medical Training
 - Late stay

- SSGs
- Meet the parents Evening
- The following are voluntary and does not add to Time in Lieu:
 - After school functions: Art Show, Christmas Party, other
- For part time ES staff who attend an overnight camp, Time in lieu or payment will be provided at a rate of one day per night.
- For part time teachers who participate in camps on a day that the teacher is not scheduled to work, he/she will be eligible for payment or time in lieu for the day.
- Where professional Learning occurs beyond normal finishing time, time in lieu will be taken on the afternoon of the day the staff is working 7.6 hours.
- The following dates are to be used as Time in Lieu for the above:
 - Term 4 Report writing Day- Curriculum day
 - One hour of 2 hours of break time that ES staff receive weekly
 - One hour of early departure time on Fridays that full time ES staff receive weekly

REQUESTS AND APPROVAL

- Approval for anticipated TIL will be sought from the Principal and the relevant Leaders before it is undertaken.
- Where extraordinary TIL is required, requests will be sought from the Principal (or delegate) before it is undertaken.
- Teaching staff should not require ES staff to undertake any TIL without seeking approval from the Principal (or delegate).

EVALUATION: This policy will be reviewed as part of the school's three-year review cycle.