



# TRUGANINA SOUTH PRIMARY SCHOOL

## TIME IN LIEU POLICY

### Rationale:

At Truganina South Primary School all community members are valued. It is our belief that as professionals, staff need to be made aware of, and understand, responsibilities and entitlements to support forward movement and student learning outcomes.

### Purpose:

Education Support (ES) staff may be required to undertake work in addition to her or his ordinary hours of employment. In such circumstances, the ES shall be granted time off in lieu equivalent to the additional time worked, **PROVIDED THAT** prior approval has been granted for the additional time worked.

### Areas of Duty covered by Time in Lieu:

- **Camp attendance is voluntary.** If however, your attendance is required for the safety of a child claimable hours will be 5 hours per night.
- **Special Events** - where ES are requested to perform duties, (but not if an employee chooses to volunteer their services) at events such as:
  1. Parent/Teacher Interviews
  2. Student Support Group (S.S.G) Meetings (after hours)
  3. Information/Orientation Nights
  4. Professional Development attendance on Non-working Days.
  5. Administrative duties leading up to the commencement of the academic year.
- **Regular activities** – where attendance by an ES is beneficial to school operations
  1. Compulsory attendance at Meetings

### Guidelines

- Request forms for ES to work Time in Lieu are available from the Business Manager
- Complete form and have it signed by your manager
- Return form to Business Manager
- Negotiate and sign off days agreed upon to take off as time in lieu with Business Manager/Principal
- All time in lieu hours worked it must be recorder staff sign in /out register

### Implementation

#### Allocation of Time off in Lieu:

- The time at which time off in lieu is granted shall be 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
- If possible, Time in Lieu should be used against Student Free Days
- As an alternative to time off in lieu, the principal and the employee may agree to payment for time in lieu owed at the employees' normal rate of pay

- If ES attend for duty during the Vacation Period they are entitled to be paid a leave purchase allowance unless Time in Lieu is negotiated. The maximum amount of leave that may be purchased in any year is 228 hours
- ES staff will be notified of recall requirement no later than the first week in Term Four.
- Time off for time in lieu worked should be used by the end of the following term or negotiated with Principal Class Officer

**Evaluation**

This document is to be read in conjunction with the Victorian Government Schools Agreement 2013 and is to be reviewed with each new agreement.

This policy was last ratified by School Council in....

July 2014