POLICY: ES TIME IN LIEU

1. **SCHOOL PROFILE STATEMENT:**
Drouin Secondary College has a large number of staff who complete work outside of normal working hours. Education Support Staff are able to have this extra work acknowledged by way of time in lieu.

2. **OBJECTIVE:**
The objective of this policy is to ensure fair and clear administration of extra work and time in lieu. Given the high demands at times of many Education Support jobs it may be necessary for ES staff to 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 and it is agreed that the work cannot reasonably be completed in normal work hours.

3. **IMPLEMENTATION:**

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

- **Required attendance at Camps** to support individual students – Claimable hours shall be 12 hours, less the normal working hours for each day. The maximum claimable hours for any camp is 12 hours.

- **Special Events** – where ES staff members are requested to perform duties, (but not if an employee chooses to volunteer their services) at events such as
  1. Parent/Teacher Interviews
  2. Information/Orientation Nights
  3. Professional Development attendance on Non-working Days

- **Regular activities** – where attendance by an ES is beneficial to College operations
  1. Compulsory attendance at Meetings
  2. Peak work output times e.g. Presentation Night Preparation, Fundraising events.

**Process:**

- Request forms are available from the Business Manager
- Complete first page and have it signed by your Line Manager – Admin requests can be authorised by any Principal Class Officer or the Business Manager.
- Return form to Business Manager who will obtain Principal approval.
- After hours have been worked – complete time-in-lieu sheet, have form signed off by your Line Manager at the time and return to the Business Manager.
- Negotiate days to take as time in lieu

**Allocation of Time in Lieu:**

- Time in lieu shall be negotiated between employee and College Management so as not to affect the effective operation of the college, taking into consideration the wishes of the ES, but
POLICY: ES TIME IN LIEU

where time in lieu remains outstanding from the previous school year, it must be cleared by June 30th.

- If possible Time in Lieu should be used against
  - Student Free Days
  - Extra-Curricular day’s e.g. swimming carnival.

4. EVALUATION:

This policy will be reviewed by the Education Policy Committee as part of the school’s four-year cycle
POLICY: ES TIME IN LIEU

EDUCATION SUPPORT STAFF REQUEST FOR TIME IN LIEU

Where an Education Support Staff member is required to work in excess of their normal hours of duty, and such work is unavoidable, reasonable notice will be given.

Approval must be given by the Line Manager/Principal/Business Manager prior to attending for out of hour’s duty

Name: .................................................. Employee Id No: ...............................  

<table>
<thead>
<tr>
<th>Date/s</th>
<th>Est. Hours/Nights</th>
<th>Duties</th>
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</thead>
<tbody>
<tr>
<td>02/03/15</td>
<td>3 nights</td>
<td>Integration duties as required on Y7 Camp</td>
</tr>
<tr>
<td>04/03/15</td>
<td>1 day</td>
<td>Y7 Camp non work day integration duties</td>
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</table>

Additional hours requested by .................................. (Line Manager)

Signature of ES .......................................................... Date .............................

Return full form to Line Manager/Business Manager for approval

Approved by .......................................................... (Principal) Date .............................

The time in lieu sheet is to be completed and returned by the ES staff member after completion of the time of extra duty.

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Completed forms to be returned to the Business Manager for recording and filing - you may take a copy for your records. The timing of ‘Time off in Lieu’ will be at the discretion of the Principal having regard to the operational needs of the college and the wishes of the employee and may include any day or days, other than days of approved leave, the employee is not in attendance during the school holiday period.

Office Use Only

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<thead>
<tr>
<th>Total hours approved</th>
<th>Time to be taken on/Taken as Extra wages at current rate</th>
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<tbody>
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This policy was last reviewed by School Council in: 2015
POLICY: ES TIME IN LIEU

Signed: (Employee) .................................................. (Line Manager/Business Manager)

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POLICY: ES - TIME IN LIEU

TIME IN LIEU SHEET

NAME: _______________________________ YEAR: __________

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<th>DATE</th>
<th>DUTIES</th>
<th>START TIME</th>
<th>FINISH TIME</th>
<th>HOURS CLAIMED</th>
<th>BALANCE TIL HOURS</th>
<th>EMPLOYEE’S SIGNATURE</th>
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OFFICE USE ONLY

TIME IN LIEU USED

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<th>FINISH TIME</th>
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