



Time in Lieu

Policy

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This policy was last ratified by School Council on 16/11/2015

Rationale:

It is widely known and accepted that staff working in the area of education work above their level of remuneration both on site and at home. Their commitment to the profession and the care and education of children is greatly admired by the community they work in and should continually be encouraged. 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 that meet certain DET and school criteria. This policy should be read in line with the DET's guidelines on staff attendance and working hours found at:

<http://www.education.vic.gov.au/hrweb/employcond/Pages/wrkhrsTS.aspx>

Aims:

To ensure the DET's policy on time in lieu is administered fairly and openly to all teaching and ES staff at Mt Eliza Primary School.

Implementation:

Teachers

- Teachers' ordinary work hours are 76 hours a fortnight (part-time employees are an agreed fraction of this number of hours).
- Teachers can be required to attend up to 2 hours a week above their normal teaching duties (not exceeding the 38 hour week). This information is to be presented in a schedule of meetings drawn up each term. Arrangements can be altered through the Consultative process.
- Where attendance at parent-teacher interviews will result in a teacher working above the 38 hour week, time in lieu may be granted. At Mt Eliza Primary School, the following time in lieu considerations have been made to ensure there is minimal disruption to the teaching and learning program:
 - Meetings will not be scheduled for this week.
 - School finishes at 2:30pm on the last day of terms 1, 2 and 3 (teachers are entitled to leave at 2:45pm instead of 3:45pm)
 - School finishes at 1:30pm on the last day of term 4 (teachers are entitled to leave at 1:45pm instead of 3:45pm)
 - A pupil-free day will be scheduled as part of the mid-year parent-teacher process. Teaching staff will not be required to attend school in the morning, only for interviews in the afternoon session. This is to encourage all parents to attend interviews by allowing evening interviews.
- In the case of a Teacher attending a school event such as a camp, excursion, meeting or professional development activity on non-rostered days (eg. a weekend), that employee will be entitled to time in lieu. The time in lieu period will match the time required up to one rostered day of work (in the case of camps). Staff who are on a part-time fraction may arrange to alter their days to attend the given expectation through prior negotiation with the Principal. The following procedure will be followed in the administration of time in lieu for Teaching staff:
 - The attendance of the staff member at a school activity above their role and the subsequent time in lieu will be discussed with the Principal at least a month prior to the event.

- The Teaching staff member is to propose a suitable time/date to take the time in lieu within the same year, after the time in lieu has occurred. This will be granted as long as it does not negatively impact the normal functioning of the school programs and/or a suitable replacement can be arranged if required.
- All arrangements about time in lieu will be put in writing from the Principal with a copy kept in the staff member's file.

Education Support (ES) staff

- The time fraction and hours of attendance at work will be communicated to the employee in writing, with a copy kept on their employment file.
- An education support class employee can be recalled for duty and/or professional development during his or her period of additional paid leave subject to the following:
 - attendance can only be required at the commencement or conclusion of a school vacation period
 - attendance can only be required during one or two school vacation periods
 - reasonable notice is provided, being not later than four weeks into the preceding term
 - an employee at education support class level 1, salary ranges 1 and 2, cannot be required to work in isolated circumstances or to attend unless a responsible manager is present
 - an employee can only be required to perform duties consistent with his or her role(s).
- In the case of an ES staff being recalled for duty during their paid leave the following procedures will be followed:
 - The day/s and time/s of the recall to duty will be agreed with the Principal prior to the 'excess time' occurring.
 - The recalled day/s and time/s will be entered on edupay as an 'ad hoc allowance' by the business manager before the holiday period so the employee is paid at the appropriate time.
 - All arrangements about recall for duty will be put in writing from the Principal with a copy kept in the staff member's file.
- In the case of an ES staff attending a school event such as a camp, excursion, meeting or professional development activity on non-rostered days, that employee will be entitled to time in lieu. The time in lieu period will match the time required up to one rostered day of work (in the case of camps). The following procedure will be followed in the administration of time in lieu for ES staff:
 - The attendance of the staff member at a school activity above their role and the subsequent time in lieu will be discussed with the Principal prior to the event.
 - The ES staff member is to propose a suitable time/date to take the time in lieu within the same year, after the time in lieu has occurred. This will be granted as long as it does not negatively impact the normal functioning of the school programs.
 - All arrangements about time in lieu will be put in writing from the Principal with a copy kept in the staff member's file.

Evaluation:

This policy will be reviewed as part of MEPS review cycle – November 2016