

Education Support Time in Lieu Policy

1. Overview

Education Support Class employees may be required to undertake work/attend meetings and/or camps in addition to their ordinary hours of employment. In such circumstances the Education Support Class employee shall be granted time off in lieu for additional time worked **provided that prior approval has been granted.**

2. Aims

- To ensure the smooth and efficient operation of time in lieu for Education Support Class employees.
- To provide a process where it is clear under what circumstances time in lieu can be accrued.

3. Implementation

Planning for Time in Lieu

For each school activity that requires the attendance of education support class employee, the principal should assess:

- The number of education support class employee required
- The estimated number of hours in excess of 38 hours per week that will be accrued per education support class employee for the activity
- The projected amount of time in lieu that staff members are likely to accrue across the year

Education Support class employees must ensure their planned time in lieu is approved by the principal in writing prior to the activity. Education Support class employees must lodge this on eduPay.

Claims for time in lieu without prior approval will not be approved.

Accruing time in lieu:

- **Special Events** – where Education Support Class employees are requested, but **not** if an employee chooses to volunteer, to perform duties at or attend events such as:
 - Parent/Teacher interviews
 - Information/Orientation nights
 - Professional Development attendance on non-working days
 - Camps and excursions
- **Regular Activities** – where attendance by Education Support Class employee is beneficial to college operations:
 - **Compulsory attendance at meetings**, eg Staff and Year Level Meetings (These are considered as being pre-approved)
 - **Peak work output times**, eg Presentation nights, preparation book buying days, uniform day etc

During Education Support Class employee attendance at school camps, the time in lieu will be calculated based on 100% time in lieu for the time the Education Support Class employee is performing duties, and 50% during the time the Education Support Class employee is on call and available to perform duties. It is the responsibility of the camp organiser to develop a roster which clearly identifies the staff members that are required to be on call for duties, and at which times, including for the purposes of overnight first aid or supervision if required. **This must be pre-approved by the principal prior to the camp.**

If an activity is planned that has not been identified by the LCC as requiring Education Support Class employee duties outside the 38 hours, pre-approval for this activity should be sought by the program leader to agree on any time in lieu provisions that may apply.

Aquitting Time in Lieu

- The timing of the time off in lieu will be at the discretion of the Principal/Business Manager having regard to the operational needs of the school and the wishes of the Education Support Class employee.
- **Time in lieu requests for compassionate reasons will be considered upon written request directed to the Principal.**
- Where time in lieu remains outstanding from previous school year it must be cleared by by March in the following year.
- If possible, time in lieu shall be used against Student Free Days.

4. Evaluation

This policy will be reviewed in four years or as necessitated by changes/developments which may occur through requests by DET, School Council, Parents, Students or Staff within the timeframe stated above.

5. References

<https://www.education.vic.gov.au/hrweb/Documents/VGSA-2022.pdf>

<https://www.education.vic.gov.au/hrweb/employcond/Pages/tiIPSS.aspx>

<https://www2.education.vic.gov.au/pal/attendance-and-working-hours-teaching-service/overview?Redirect=1>

6. Attached – Appendix A

Date Reviewed	October 2022
Author	Principal
Approval required	No
Consultation required	Yes
School Council approved	NA
School Council noted	NA
Mandatory	No
VQRA	No
Responsible for Review	Principal
Review Date	2026
Published	Website/Internal Circulation

Time In Lieu process at MSC

1. Plan

Activity outside hours of attendance is:
a) required by the principal and,
b) is pre-approved in writing by an ELT member

2. Accrue

Complete activity,
then:
Apply for TIL on eduPay, attaching the written approval to the application

3. Acquit

Negotiate the best time to acquit the TIL with the ELT member who approved the TIL.
Cc the Daily Organiser and the principal.