

Teaching Staff Time in Lieu Policy

1. Overview

The Victorian Government Schools Agreement 2022 (the Agreement) provides that a principal can require a teacher to attend a school activity outside the normal hours of attendance of the teacher where the attendance is unavoidable and reasonable notice is provided. A “school activity” means a structured activity organised by the school. A teacher can request not to attend the school activity where the attendance will unreasonably affect the teacher’s personal or family commitments. The principal may only refuse the request on reasonable grounds.

Where a teacher is required to attend a school activity that results in a teacher’s attendance in any week exceeding 38 hours for a full-time teacher (or normal hours for a part time teacher), that teacher is to be granted Time in Lieu for the hours in excess of 38 hours for a full-time teacher (or normal hours for a part time teacher). This includes, where a teacher attends a school activity on a voluntary basis but during the activity is required by the principal to undertake duties.

The Agreement defines school activity as a structured activity organised by the school such as a parent teacher meeting, camps (from 2023), excursion, concert, parent information session, or after-hours sport. The Time in Lieu provisions apply to school activities and do not apply to activities such as planning for classes, assessment and report writing that would normally occur in the 38 hours.

2. Aims

To ensure that smooth and efficient operation of time in lieu for teachers.

To provide a process where it is clear under what circumstances time in lieu can be accrued.

3. Implementation

Planning for Time in Lieu

In Term 4 of each year, the Local Consultative Committee will identify the school activities that will be required for the upcoming school year which will lead to duties in excess of 38 hours in a week (or normal hours for a part time teacher) and will therefore attract time in lieu.

For each school activity that requires the attendance of a teacher(s), the principal should assess:

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

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

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

Accruing Time in Lieu – Areas of Duty covered by time in lieu

- **Special Events** – where teachers are required to perform duties at or attend events such as Parent/Teacher interviews, Information/Orientation nights, Professional Development attendance that occurs outside working hours, including travel, Camps and excursions

- **Regular Activities** – where attendance by the teacher is beneficial to college operations such as attendance at meetings, eg Leadership Meetings

During teacher attendance at school camps, the time in lieu will be calculated based on 100% time in lieu for the time the teacher is performing duties, and 50% during the time the teacher 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 teacher 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.

Acquitting Time in Lieu

- Time in lieu should be acquitted in the fortnight in which it is accrued. Where this is not possible it may be granted at any other time prior to the end of the school year in which it is accrued.
- Where possible, time in lieu should be acquitted without the use of a CRT. Time in Lieu acquitted without CRT coverage must only be allocated against the eight hour component of the 30 plus 8 (of the thirty eight hour week). Information regarding the 30 plus 8 model is available [here](#).
- **The timing of the time off in lieu will be at the discretion of the Principal having regard to the operational needs of the school and the wishes of the teacher.**
- Time in lieu should be acquitted in meaningful blocks of time where the teacher does not need to be on site at the school or can leave the school premises. Teachers have a responsibility to leave school grounds during time in lieu. Time in Lieu should be taken in blocks of time that are no less than one hour unless otherwise agreed to by the Principal and the staff member.
- Time in lieu requests for compassionate reasons will be considered upon written request directed to the Principal.

4. Evaluation and Review

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/tilPSS.aspx>

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

6. Attachment – Appendix A

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| 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.