

# Yarra Ranges

## SDS

# LOCAL AGREEMENT

## TIME IN LIEU FOR Staff

### Rationale

This local agreement is to ensure that all staff receive their entitlements as per the Victorian Government Schools Agreement 2017.

All fulltime ES staff are granted 50 days leave per annum in addition to any public holidays that are due. The 50 days leave are calculated on a pro rata basis for part time staff.

It is a DET requirement that all ES staff return to work after their 50 days plus Public Holidays has been used. **This is why the return date varies each year.**

### Guidelines

- ❖ At times ES staff may be **ASKED** by the Principal to work more than their normal hours. These extra hours may be taken off at a later stage as time in lieu (TIL) or with agreement as payment for time in lieu. ES staff that may be approached to work additional hours **MUST** verify with the Principal that this extra time will be recorded as time In lieu **PRIOR** to the additional time worked.
  
- ❖ TIL is not recorded when an employee **chooses** to attend/work/ or stay longer hours.

Activities that could be considered as TIL include:

- Education Support Staff:

Camps <ul style="list-style-type: none"><li>❖ 2 day camp 7.6 hours payment for time in lieu</li><li>❖ 3 day camp 15.2 hours payment for time in lieu</li><li>❖ 4 day camp 22.8 hours payment for time in lieu</li><li>❖</li></ul>
Concerts –actively participating
Specific Student Health Support training (e.g. . midazolam)
Pool maintenance 1.5 hours TIL per term Emergency After Hours Pool Maintenance
Siblings program
EEP family nights
Deb ball /Formal
<u>Leadership approved</u> professional development outside hours.

- Teachers: Although the VGSA does not provide TIL for teachers, who go on camp our local agreement is to provide teachers with TIL (7.6 hours for each night). If it is taken at no cost to the school and is to be used by the end of the year.

### **Approval**

- All activities listed above will be considered as approved TIL. These hours must be recorded in the TIL book in the front office.
- Employee requests for using TIL are considered **individually** by consulting with your Team Leader. Endorsement is always sought from the Principal. It is preferable that TIL hours are taken at no cost to the school i.e. no replacement will be required.

### **Documenting Accrued Hours**

- All activities **approved** as TIL will be documented in the TIL folder at the Front Office. This shows the employee's name, the activity/camp being claimed for, the dates and the number of TIL hours earned etc. **The Principal approves this.**

### **Claiming Time in Lieu:**

Following consultation with both the consultation committee and the leadership team it has been agreed that:

- Education Support staff may use **approved Time in Lieu hours** against their early return in the following January/February, for those years where ES return dates precede teacher return dates. When all staff return on the on the same day no TIL will be allowed.
- As this return day varies from year to year and as some ES staff are on contracts which finish at the end of the year we propose the following:

Staff that are not attending a camp but have earned approved time in lieu may either:

- For 'long hours' staff – leave school at 3:00pm instead of the regular finish time of 4.36pm. This **must** be agreed in advance with the classroom teacher and the Principal;
- Commence duties at a later time on the last day of the school year;
- Not attend a curriculum day if there are sufficient approved TIL hours already earned.
- Arrange to take their Time In Lieu in other situations cost neutral

Every effort should be made to use all TIL hours accrued by the last day of school in Term 4 of any school year. Where TIL remains outstanding from the previous school year, at 30 June of the following school year ES may elect to:

- Take time off equivalent to the time owed, commencing immediately or
- Request payment at the normal rate of pay plus 50% for the additional time worked.

'Short Hours' staff whose contracts expire at the end of the school year will contact the Principal or Business Manager to discuss any time in lieu owing as their termination date draws near.

***Time in lieu must be recorded in the TIL book and authorised by the Principal prior to being taken.***

**This policy was implemented in November 2017 and will be reviewed in November 2019**