



Lorne P-12 College

Time in Lieu Policy

PURPOSE

The policy provides further clarification on the eligibility for, and accrual, recording, and use of, time in lieu in circumstances where attendance is required by the Principal at structured school activities outside the normal hours of attendance.

SCOPE

To uphold the VSGA 2022.

POLICY

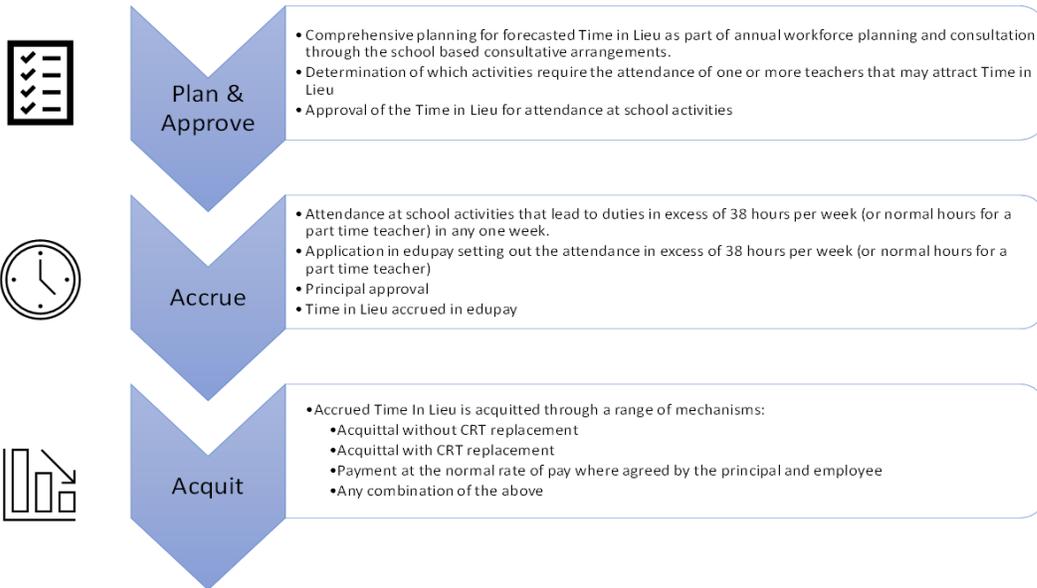
The Victorian Government Schools Agreement 2022 (the Agreement) provides that a principal can require a teacher to attend a school activity outside the normal hours of attendance of the teacher where the attendance is unavoidable and reasonable notice is provided. A “school activity” means a structured 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.

The agreement provides for the accrual and acquittal of Time in Lieu where teachers are required to attend a school activity which 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).

Time in Lieu is to be managed using existing school consultative arrangements.

Plan and Approve, Accrue, Acquit

There are three phases to effective management of Time in Lieu:



At Lorne P-12 College:

- Employees are required to perform work **38 hours per week** (pro-rata for a part time teacher).
- At Lorne P-12 College the 38 hours week consists of **three eight-hour** days and **two seven-hour** days. This will consist of:

Monday 8:30 am - 3:30 pm

Tuesday 8:30 am - 4:30 pm Teachers are required to be onsite until 4:40 pm – optional PD may be available

Wednesday 8:30 am - 4:30 pm 60-minute meeting held adjacent to the school day.

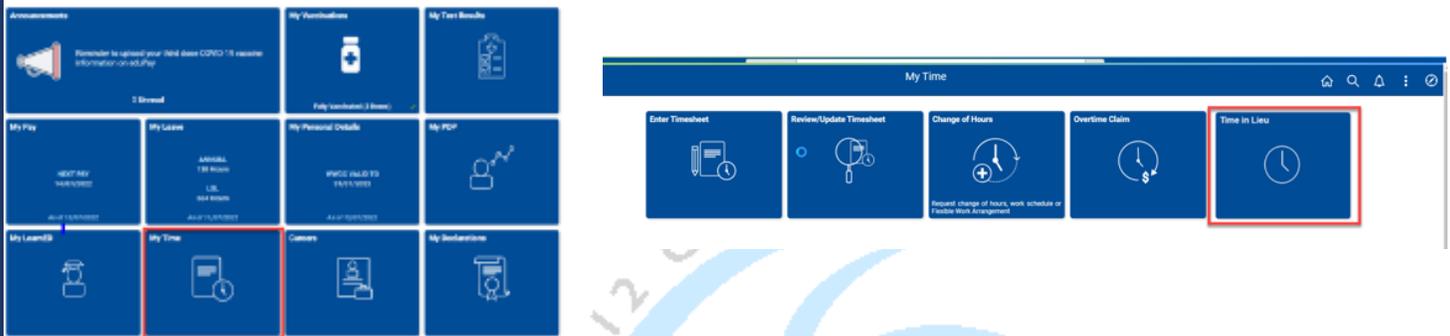
Thursday 8:30 am - 4:30 pm. 60-minute meeting held adjacent to the school day.

Friday 8:30 am - 3:30 pm.

- All staff are assumed in attendance on their working days – if staff leave during the day, they must sign out (and back in) using the office-based Compass Kiosk or Compass Timecard to ensure OHS compliance
- Daily attendance is required as part of our Emergency Management Plan and health and safety requirements for our school.
- When undertaking approved offsite work, leadership and daily organiser must be made aware and this will be documented on Compass and the Daily Bulletin.

Process:

- TIL is accrued when a teacher is required by the Principal to work beyond the 30+8 model.
- The Principal organises TIL prior to the TIL being accrued. E.g., specifies the number of staff required.
- TIL can only be accrued outside the expected hours of attendance (the 30+8) when pre-arranged with the Principal as a requirement – using the TIL Accrual Application form.
- Once the Principal has determined the staff who are required, staff must ensure their planned Time in Lieu is entered on EduPay using the My Time tile on eduPay.



- Staff not required to attend an outside of normal hour event may choose to do so; such attendance does not attract TIL.
- For teachers, camps will not accrue TIL in 2022, but TIL is in place for ES staff based on 100% time in lieu for time on duty periods.
- From 1 January 2023 TIL for attendance at school camps for required teaching staff will be calculated based on 100% time in lieu of the time the teacher is performing duties and 50% for the time the teacher is on call and available to perform duties.
- There are four options available to schools for the acquittal of Time in Lieu:

Option 1: Release without CRT replacement	Allows for Time in Lieu to be acquitted at a time that is beneficial to the teacher where they are not required to be on the school premises.
Option 2: Release with CRT replacement	Where Time In Lieu has been accrued schools can acquit that Time in Lieu through engagement of a CRT.
Option 3: Pay out Time in Lieu	Subject to agreement between the teacher and the principal, Time in Lieu payment can be made for the time owed at the teacher's normal hourly rate of pay for each hour of accrued Time in Lieu.
Option 4: Any combination of the above.	

- ❖ If a staff member or principal is utilising Options 1 or 2 a Leave Application form must be signed by both parties.
- ❖ Subject to the accrual application being approved by the principal, eduPay will maintain a record of each teacher's accrued Time in Lieu.

May attract Time in Lieu: <i>Outside of regularly hours structured school activity <u>required</u> by the Principal</i>	Does not attract Time in Lieu: <i>When held during regular attendance hours</i>
<ul style="list-style-type: none"> • Parent/teacher meetings • Student led conferences • Excursions • Community events • School Presentation nights • Concerts/ Musical performances • Camps 	<ul style="list-style-type: none"> • Missed or forfeited breaks or time release • SSG's • Parent/teacher meetings • Care team meetings • Excursions • Concert/disco • Sporting activities • Professional learning activities
	<p>Does not attract Time in Lieu:</p> <ul style="list-style-type: none"> • Work undertaken within the 30+8 model including report writing, assessment and planning • Travel to Professional Learning activities or events that have not been <u>required</u> by the principal • School Council meetings • Any event that a staff member attends as a guest or has <u>not been deemed a required</u> staff member

Acquittal:

- Time in lieu is to be taken in the fortnight in which it is accrued or, if that is not possible, before the end of the school year in which it was accrued.
- As an alternative to time in lieu, the principal and the teacher may agree to payment for time in lieu owed at the teacher's normal rate of pay; and
- Unless otherwise agreed between the principal and the teacher, if time in lieu is not used by March 1st of the following school year, the teacher will be granted the time

owed commencing immediately or will receive pay for the time owed at 150% of the employee's normal rate of pay.

FURTHER INFORMATION AND RESOURCES

- [Victorian Government Schools Agreement 2022 Implementation Guide](#)
- [Attendance and working hours – teaching service](#)
- Industrial Agreements
- Industrial Awards
- Legislation — Employment Topics
- Ministerial Orders — Employment

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Approved by	Principal
Next scheduled review date	September 2025

