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## Cranbourne West Primary School No. 5189 **TIME IN LIEU - EDUCATION SUPPORT [ES] POLICY**

### **GENERAL STATEMENT:**

An ES officer may be required to undertake work in addition to his/her ordinary hours of employment where such work is unavoidable and reasonable notice is given. Any ES officer who is asked to work beyond their normal working hours may apply for time in lieu. In such circumstances, the ES officer may choose to take time in lieu equivalent to the additional time worked, provided that prior approval has been granted by the Principal/ Assistant Principal/Business Manager for the additional time worked.

Time in lieu will be managed so as not to affect the effective operation of the school, taking into consideration where possible the wishes of the ES officer.

### **IMPLEMENTATION GUIDELINES:**

- Time in lieu shall be negotiated between the ES officer and their appropriate TIL Manager:

Assistant Principal will sign off/manage classroom based ES staff
Principal will sign off/manage Business Manager, SRP consultant, Community Liaison Officer, Maintenance Manager, Facilities Manager
Business Manager or PCOs will sign off/manage office based ES staff

- Time in lieu will be used against student free days whenever possible if ES officers are not required to attend Professional Development or other relevant school activities.
- Claimable hours in respect to attendance at camp shall be 12 hours per day, less the normal working hours for that period of time.
- Time in lieu must be approved by the appropriate Manager prior to the event [except in exceptional circumstances]
- Requests for Time off in Lieu are to be directed to the appropriate Manager for consideration. The ES officer will be informed of the outcome of their request by their Manager.
- As an alternative to time off in lieu, the manager and the ES officer may agree to payment for time worked in lieu at the employee's normal rate of pay for TIL which accrued throughout school term time. An employee will be paid an allowance of 72.47% of their normal hourly rate for time in lieu earned during term breaks.

### **EVALUATION:**

- On a cyclic basis