

Time in Lieu



Help for non-English speakers

If you need help to understand this policy, please contact the school on 9393 5800

Purpose |

To provide teachers/education support staff and other members of our college community with an overview of Bayside P-12 College's approach to *time in lieu* consistent with the time in lieu obligations set out in the Victorian Government Schools Agreement 2022.

Policy |

Time in lieu is provided where an employee is required by the principal to perform duties in excess of 38 hours per week for a full-time employee, or the normal hours of a part-time employee. All work required in excess of 38 hours must be documented and *time in lieu* will accrue for the period of time in excess of 38 hours per week (pro-rata for a part-time employee).

Consistent with DE guidelines, College *time in lieu* events are

- Planned
 - All Bayside P-12 College *time in lieu* events are identified on the College calendar prior to the commencement of the academic year. *Time in lieu* is agreed to in consultation with the College Principal prior to any *time in lieu* event occurring.
- Accrued
 - When a teacher is required to attend a school activity that results in a teacher's attendance in any week exceeding 38 hours (*or normal hours for a part time teacher*); or
 - An education support class employee is required to undertake work (including attendance at a School Camp) in any week exceeding 38 hours (*or normal hours for a part time education support class employee*).
- Acquitted
 - Where a teacher has accrued time in lieu, that time is to be acquitted at a time(s) that causes the least disruption to the educational program of the school. Where an education support class employee has accrued time in lieu, that time is to be acquitted at times following consideration of the operational needs of the school.
 - The acquittal of *time in lieu* will be at times determined by the principal, following genuine consideration of the wishes of the employee.

The *time in lieu* provisions do not apply to those activities, or duties, that are not required by a principal.

The timing of the acquittal of the time in lieu is at the discretion of the principal and business manager having regard to the operational needs of the school and the genuine consideration of the wishes of the employee.



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Camps

For employees who are required by the principal (or delegate) to attend (teacher) or undertake work at (education support employee) a school camp, time in lieu will be accrued on the basis of 100% time in lieu when an employee is performing duties, and 50% time in lieu when an employee is on call and available to perform duties. Where an on-call employee is required to perform duties, they will accrue time in lieu at 100% (instead of 50%) for the time that they are performing duties.

Overseas camps

If an employee is required by the principal to attend (teacher) or undertake work (education support employee) an overseas camp during term time, the time in lieu arrangements set out in the Agreement will apply.

Camps during school holidays

Where an employee attends a school camp internationally that occurs in whole or in part during a school holiday period, the principal and the employee will agree for this period to be paid at 100% for an agreed amount of time, not greater than 40 hours.

Communication |

This policy will be communicated to our college community in the following ways:

- Available publicly on our College's website and on COMPASS
- Included in staff induction processes and staff training
- Hard copy available from College administration upon request

Further information |

- [Travel policy](#)
- <https://www2.education.vic.gov.au/pal/time-in-lieu-teaching-service/overview>
- TIL Approval/Acquittal form

Approval |

Consultation | College Council & Student Representative Group

Date of approval by College Council | October 2023

Review Date | October 2026

