Doncaster Gardens Primary School
Education Support Staff Time-in-Lieu Policy

Philosophical Basis:

Education Support class employees may be required to undertake work/attend meetings and/or camps in addition to their ordinary hours of employment. In such circumstances the Education Support class employees shall be granted time off in lieu for the additional time worked provided that prior approval has been granted. This policy aims to ensure the smooth and efficient operation of time-in-lieu for Education Support class employees by providing a process whereby it is clear under what circumstances time-in-lieu can be accrued.

Guidelines:

Areas of duty covered by time-in-lieu:

- Required attendance at camps to support individual students. Claimable hours shall be twelve (12) hours per day, less the normal working hours.
- Special events – where Education Support class employees are requested, but not if an employee chooses to volunteer to perform duties at or attend events such as:
  - Parent/teacher interviews, without prior approval, (unless they are combined with Student Support Group meetings).
  - Information/transition evenings, without prior approval.
  - Professional Learning attendance, without prior approval.
  - School concert, open days, fundraising events etc, without prior approval.
- Regular activities – where attendance by Education Support class employees are beneficial to school operations:
  - Attendance at meetings, eg SSG meetings, staff and unit/year level meetings/planning sessions. (These are considered as being pre-approved).

Implementation:

- ‘Education Support Staff Request for Time-in-Lieu’ forms will be available from the Assistant Principal.
- Forms are to be completed and submitted to the Assistant Principal for approval (this must be obtained prior to the extra hours being worked). If the Assistant Principal is not available, the forms should be submitted to the Principal.
- A running total of actual accrued time-in-lieu must be kept on the ‘Time-in-Lieu Recording Sheet’.
- Days taken as time-in-lieu will be negotiated with the Principal.
- 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 wish of the Education Support class employee. It may include any day or days, other than days of approved leave, that the Education Support class employee is not in attendance during the school holiday period.
- Where time-in-lieu remains outstanding from the previous school year, it must be cleared by 30 June.
- The Principal will have discretionary power to consider special circumstances involving time-in-lieu on an individual basis.

Evaluation:

- This policy will be reviewed every three years as part of the policy review cycle.

June 2014