

Rowville Primary School

Education Support Staff Time in Lieu Policy

PURPOSE:

An Education Support Staff Officer may be required to undertake work in addition to his or her ordinary hours of employment. In such circumstances, the ES shall be granted time off in lieu equivalent to the additional time worked, provided that prior approval has been granted.

IMPLEMENTATION:

- The timing of the time in lieu is at the discretion of the Employer having regard to the operational needs of the school.

Areas of Duty covered by Time in Lieu:

- **Required attendance at extended or overnight Adventure Programs** to support individual students – Claimable hours shall be 12 hours per day, less the normal working hours to a maximum of 6 hours.
- **Agreed attendance outside the Education Support Officer's normal working hours** - Where ES Staff are requested to perform duties at events such as:
 - Information/Orientation Nights.
 - Professional Development attendance on non-working days
 - Compulsory attendance at meetings outside of normal working hours.
 - Other times at the request of the Principal.
 - Administration duties – as attached.

There will be times when Education Support Staff, like all members of school staff, work additional time of their own accord. This work is not eligible to be considered for Time in Lieu.

PROCESS:

- *Education Support Staff Consideration for Time in Lieu Forms* are available from the Business Manager.
- Prior to undertaking the additional requested work hours, complete section 1 and obtain Principal approval.
- Time off for approved Time in Lieu shall be at the discretion of the Principal having regard to the operational needs of the school and the wishes of the employee.
- Time in Lieu should be used against Student Free Days wherever possible.
- Time In Lieu Entitlements should be used by within the year created unless otherwise arranged.

EVALUATION

- Administration Leadership Team review every three years.