

**Purpose**

The ES Time in Lieu (TIL) policy is to outline the *Mildura Senior College and Mildura English Language Centre's* TIL arrangements for Educational Support staff. An Education Support Staff (ES) member may be required to work beyond their normal hours but only if the work is unavoidable and reasonable notice is provided. In such circumstances, the ES staff member shall be granted time in lieu.

To provide clear guidelines in regard to responsibilities and Time in Lieu arrangements for Educational Support Staff when working additional hours or attending College excursions. This policy also aims to provide guidance to ES staff on how excess hours will be authorised, recorded, and the process for how TIL is paid.

**Definitions**

<b>College Events</b>	Refers to any College activities outside of “normal” working hours. E.g. Open Day, Enrolment Evenings, Second-hand Book Sales, Parent Student Teacher Conferences, etc.
<b>College Excursion</b>	Refers to any student excursion with overnight travel
<b>CRT</b>	Casual Relief Staff
<b>DET</b>	Department of Education & Training
<b>EBA</b>	Victorian Government Schools Agreement 2017
<b>ES</b>	Educational Support Staff
<b>TIL</b>	Time in Lieu

**Guidelines for College Events**

- As stated in the School Based Consultation guide for the Victorian Government Schools Agreement 2017 an education support class employee is entitled to time in lieu where he or she is required to work in excess of his or her ordinary hours of work. Time in lieu is equivalent to the additional time worked, with the exception of overnight excursions.
- The School Based Consultation guide for the Victorian Government Schools Agreement 2017 also states; Time in Lieu (TIL) shall be granted pro rata by the Principal for attendance at Parent Student Teacher (PST) Conferences if they are not attached to the end of the normal school day and Time in Lieu (TIL) shall be granted for pro rata for attendance at Open Day and Enrolment evenings and other activities outside of “normal” working hours.
- ES employees may not be granted TIL during the period when significant Student and Professional Learning programs are scheduled.
- Prior approval** must be granted prior to any ES employees working additional time to ordinary hours and this extra time being accumulated as TIL.
- An ES employee who is required to complete excess hours may request not to do so if these hours unreasonably affect personal and family commitments. Such a request must be reasonably considered.
- Time in Lieu will not be granted if additional hours are worked prior to authorisation given or if an ES employee chooses to volunteer their services without prior consultation.
- On occasion, an ES employee may be asked to attend camps and excursions to support an individual student on a one-to-one basis (i.e. medical or wellbeing reasons), in this instance the Principal will discuss with the ES employee the individual circumstances and any TIL allowances that may apply. Note it is not mandatory for ES employees to attend camps and excursions.

**Guidelines for College Excursions**

- In the event that Teaching staff or CRT’s are not available, ES employees may attend College Excursions to support the supervision of students, in this instance TIL may be approved by the Principal.
- There is no requirement for ES employees to attend College Excursions unless noted in their Position Description or Employment Contract and therefore attendance is optional.
- As per Victorian Government Schools Agreement 2017, supervision of students cannot be required except where it is an integral part of the employee’s position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.
- Prior approval** must be granted prior to any ES employee seeking to attend a College Excursion which requires them to work beyond their normal hours.

<i>Reviewed date:</i>	03.08.2021	<i>Review #</i>	2	<i>Page #</i>	1
-----------------------	------------	-----------------	---	---------------	---

5. If approved by the Principal, ES employees attending College Excursions will be eligible for a TIL allowance of 3 ½ hours per day for any overnight stays. Late returns from the excursion, after 7pm, will be counted as an additional overnight stay. This allowance is to support any supervision requirements during evening activities.
6. The College will provide all excursion costs including accommodation, travel and event participation. Meals are only included if organised as part of the group booking, e.g. buffet breakfast or pizza night.

**Guidelines for Recall Days**

1. As stated in the Victorian Government Schools Agreement 2017 an education support class employee can be required to attend for duty and/or professional development up to a maximum of 6 days of the additional paid leave specified in clause 26(1)(b).
2. Attendance can only be required during one or two school vacation periods in a year at the commencement or conclusion of a school vacation period and the employee must be provided with reasonable notice, being not later than four weeks into the preceding term. *(This normally only applies to administration staff).*
3. Recall days are subject to the leave purchase arrangement and the entitlement is reduced by any leave purchased under sub clause 20(8), an employee will be paid a leave purchase allowance or TIL accrual equal to 72.47% of the employees' normal hourly rate of pay for each hour the employee attends for duty.

**Implementation**

1. Prior approval must be sought for ALL additional time being worked. An email is to be sent requesting permission to work to the Business Manager or Principal. Approval to work will be by return email.
2. The approval email is to be forwarded to the HR Manager who is responsible for reconciling TIL balances.
3. All ES employees taking leave due to TIL must complete the College's Leave Request form and have it approved as per the normal leave process prior to the leave being taken.
4. ES employees may be required to work during special events such as Open Day, enrolments days, and Graduation; or during peak work times such as enrolment periods.
5. In the event that an ES employee is required to attend work outside of ordinary hours due to an unplanned event, i.e. ICT failure or emergency management, verbal consent must be given by a Principal Class team member or Business Manager.
6. All TIL accrued in a calendar year must be taken by the 30 June of the following year. As per the Victorian Government Schools Agreement 2017, if any TIL is outstanding from the previous year at June 30 of the following year, the ES employee can take it as time off, or it can be paid out at the employee's normal rate plus 50% for the additional time worked.
7. Recording your TIL hours are to be submitted through the Mazikeen TIL Requests program after your hours have been approved and worked.
8. All ES TIL records are approved by your supervisor and are maintained by the Human Resource Manager.
9. Requesting to use your TIL hours please follow the leave absences process, e.g. leave form.

**Resources**

*School Based Consultation Guide*  
Victorian Government Schools Agreement 2017  
MSC Staff Leave Application form

**Evaluation**

<i>Ratified by:</i>	<i>SOP &amp; Consultative Committee</i>	<i>Ratified date:</i>	<i>18.06.2019</i>
<i>Document Owner:</i>	<i>Business Manger</i>	<i>Reviewed date:</i>	<i>03.08.2021</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>Annually</i>
<i>Principal Approval:</i>			

<i>Reviewed date:</i>	<i>03.08.2021</i>	<i>Review #</i>	<i>2</i>	<i>Page #</i>	<i>2</i>
-----------------------	-------------------	-----------------	----------	---------------	----------