

ES Time in Lieu & Attendance

1.0 Rationale

An Education Support Class employee (ES) may be required to undertake work in addition to her/his ordinary hours of employment, where such work is unavoidable and reasonable notice is given. In such circumstances, the ES shall be granted time in lieu equivalent to the additional time worked, **provided that** prior approval has been granted for the additional time worked by the Principal.

2.0 Goals

- To ensure the smooth and efficient operation of time in lieu for ES employees.
- To provide a process where it is clear under what circumstances time in lieu can be accrued.

3.0 Implementation

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 daily working hours.
- Special Events – where ES employees are **requested** to perform duties (but not if an employee chooses to volunteer their services) outside normal working hours, at events such as:
 - Designated whole-of-staff meetings
 - PSG meetings
 - Professional Development opportunities
 - Excursions

Process:

- Request forms are available from the school office (see Appendix I)
- Form is to be completed and then approved by the Principal. **Approval must be obtained prior to extra hours being worked.**
- After hours have been worked, return the request form to the Principal indicating the actual extra hours and have it signed off.
- Negotiate days to take as time in lieu (see Appendix II)

Allocation of Time in Lieu:

- Time in lieu shall be negotiated between the employee and Principal having regard to the operational needs of the school, taking into consideration the wishes of the employee.
- Where possible time in lieu will be used against Student Free Days if ES employees are not required to attend Professional Development or other relevant school activities. It can also be used at the start of the school year when ES employees are “on duty” prior to teaching staff.
- Time in lieu must be cleared within the same term that the ‘outside normal working hours’ activity occurred. The only exception to this is if an agreement is made that the time in lieu will be used at the start of the following school year as outlined above.



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ES Leave:

- Under the agreement, ES employees have an entitlement to 50 days of paid leave each year (20 days annual leave and 30 days additional paid leave).
- Former 52/52 employees leave arrangements continue as they were under the previous agreement. Former 48/52 employees can be required to attend for duty for up to 6 days of the 50 day leave period and must be paid the leave purchase allowance for any work during this time.
- School years vary in length each year due to public holidays and school term dates. Once an employee's leave entitlement is exhausted, ES employees are "on duty".
- Schools have the capacity to require an ES employee to attend for duty during one or two school vacation periods for up to 6 days (45.6 hours for a full-time employee) to undertake normal duties or professional development.
- Schools must notify ES employees by the end of October if you are required for duty prior to their first "on duty" day for the following year.
- An employee who attends for duty during the additional leave period will be paid a leave purchase allowance of 72.47% of his or her normal hourly rate in addition to the employee's normal rate of pay.

4.0 Evaluation

This policy will be reviewed as part of the School's three year policy cycle.

5.0 End of Document



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Appendix I

ES TIME IN LIEU APPROVAL

Please note that time in lieu can only be considered after prior approval has been received.

EMPLOYEE DETAILS

Employee Name	
Name of Event where time in lieu worked	
Date of Event	
No. of hours worked	
Employee Signature	
Date	

Please give the completed form to the Principal for Approval.

OFFICE USE ONLY

Date received	
Principal approved	
Date approved	
Reason if not approved	



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Appendix II

REQUEST FOR TIME IN LIEU LEAVE TO BE TAKEN

EMPLOYEE DETAILS

Name	
Date Leave requested	
No. of hours requested	
Signature	
Date	

Please give the completed form to the Principal for Approval.

OFFICE USE ONLY

Date received	
Principal approved	
Date approved	
Reason if not approved	