



TIME IN LIEU POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
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INTRODUCTION

From time to time employees may be required to work longer hours to accommodate a pressing work issue, attend meetings or represent the organisation outside of their usual working hours.

Time off in lieu of paid overtime will be offered as an option to employees who are required to work hours beyond their normal contractually agreed weekly hours.

This arrangement is designed to ensure that an employee is not working excessive hours and to ensure work/life balance. It is not expected that time in lieu will be a standard or regular occurrence.

PURPOSE

The purpose of this policy is to ensure that:

- All managers and staff have an understanding of the use of time in lieu arrangements in the organisation.
- All managers and staff are aware of the procedures for time in lieu.
- All staff are treated consistently.

POLICY

Time in lieu can be accrued and taken only with the prior approval of the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT or by their properly delegated authority.

If individuals choose to stay late to complete work without prior approval then they will not be eligible to make a request for time in lieu and will need to discuss the matter with their immediate manager.

The EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT and the various supervisors shall ensure that the use of time in lieu is not excessive and does not expose the organisation to staff shortages.

RESPONSIBILITIES

It shall be the responsibility of the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT and managers to implement this policy and monitor its effects.

The EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT and the management team shall be responsible for authorising all instances of time in lieu.



PROCEDURES

Time off in lieu will be at a ratio of one hour worked to one hour time in lieu, except for public holidays and Sundays, where time in lieu will be granted on a time-and-a-half rate.

Time off in lieu should be calculated in 15-minute intervals, and can be claimed where the additional time worked exceeds 30 minutes.

Time in lieu of more than four days may not be accrued by any one employee. No more than one day a month can be taken as time in lieu, normally in half-day blocks. Time in lieu leave must be taken at a time approved by the employee's manager.

Staff must fill out a 'Time in Lieu Accrued and Taken Form' and lodge it with their supervisor. Time in lieu can only be accrued and taken in accordance with this policy.

Time in lieu should be redeemed as soon as possible after it has been accrued.