



**DONCASTER**  
SECONDARY COLLEGE

## **ES (EDUCATION SUPPORT) STAFF TIME IN LIEU & ATTENDANCE POLICY**

College council will review this policy every three years or as directed by DET

**Date approved:** October 2016

**Date of next review:** 2019

### **RATIONALE**

ES staff members may be required to undertake work in addition to their ordinary hours of employment, where such work is unavoidable and reasonable notice is given. In such circumstances, the ES staff member 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/Business Manager.

Time in lieu shall be negotiated between the employee and Business Manager so as not to affect the effective operation of the College, taking into consideration the wishes of the ES staff member, and preferably be completed by the 30<sup>th</sup> June in the following year.

Where possible, Time in lieu will be used against Student Free Days if ES staff member is not required to attend Professional Learning or other relevant College activities.

### **BROAD GUIDELINES**

**The Time in Lieu Policy for School under the guidelines of the ES Agreement is as follows:**

1. Any ES staff member who is asked to work after their normal working hours may apply for time in lieu.
2. Time in lieu will be granted for duty at camps, extended excursions, open nights, parent/teacher interviews, and information nights.
3. Camps - to support individual student – claimable hours shall be 12 hours per day, less the normal working hours for that period of time.
4. Time in lieu must be approved by the Supervisor and the Business Manager prior to the event, (except in exceptional circumstances).
5. Time in lieu application forms must be completed, signed by the Supervisor and given to the Business Manager for approval.
6. When approval has been given, the applicant will be notified by the Business Manager.

### **ES Leave**

Under the 2013 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 education support class 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.

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.

The start date for ES will be determined and communicated to ES by the end of October in the previous year.

Applications for prior approval for "working Time in Lieu" or requests for "Time in Lieu" to be taken are to be made via the appropriate proforma.

Please see:

- **ES Time In Lieu Approval Form** – when you wish to gain prior approval for working time in lieu; and
- **Request for Time in Lieu to be taken Form** – when you want to take some time in lieu.

**Please Note:** Time in Lieu must be taken by 30<sup>th</sup> June the following year.  
If on contract, staff member will be paid out.