



## Time in Lieu Policy

Policy number	48	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
<b>Review History:</b>			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

### 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 Committee and staff have an understanding of the use of time in lieu arrangements in the organisation.
- All Committee 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 President 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 the committee.

The President and the committee shall ensure that the use of time in lieu is not excessive and does not expose the organisation to staff shortages.

Time in lieu accrued must be taken within the prescribed time frame set out in the employee's Award.

## AUTHORISATION

*Carl Smith*

Committee Secretary

Date

01/06/2023





## Time in Lieu Procedure

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### RESPONSIBILITIES

It shall be the responsibility of the Committee to implement this policy and monitor its effects.

The President and the committee 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 Saturdays, where time in lieu will be granted on a time-and-a-half rate, and public holidays and Sundays, where time in lieu will be granted on a double time rate.

Time in lieu leave must be taken at a time approved by the Committee.

Time in lieu can only be accrued and taken in accordance with this policy.

Time in lieu should be redeemed as soon as practical, and within the timeframe prescribed within the employee's award.

### RELATED DOCUMENTS

- [Long Service Leave Policy](#)
- [Personal Leave, Carer's Leave & Compassionate Leave Policy](#)
- [Unpaid Leave Policy](#)

### AUTHORISATION

  
 Committee President  
 Date: 1/6/2023