

# Time in lieu Guidelines



# Contents

<b>Overview .....</b>	<b>2</b>
<b>Time in lieu .....</b>	<b>2</b>
Teachers .....	3
Education Support Class .....	3
<b>Plan and Approve, Accrue, Acquit .....</b>	<b>4</b>
<b>Plan and Approve .....</b>	<b>4</b>
<b>Accrue .....</b>	<b>6</b>
<b>Acquit .....</b>	<b>6</b>
Option 1: Acquittal without replacement .....	7
Option 2: Acquittal with replacement .....	7
Option 3: Pay out time in lieu .....	7
Option 4: Any combination of the above .....	7
School Camps .....	8
Planning for Camps .....	8
<b>Resources and Further assistance .....</b>	<b>9</b>
<b>Examples/Scenarios .....</b>	<b>10</b>
School Activities - Time in lieu accruals examples/scenarios .....	11
Plan and Approve, Accrue, Acquit Examples/Scenarios .....	13

## Overview

This guide is designed to assist principals when planning and managing the accrual and acquittal of time in lieu, consistent with the time in lieu obligations set out in the Victorian Government Schools Agreement 2022 (the Agreement).

The Agreement provides that a principal can require an employee to attend work outside their normal attendance or hours of work where the attendance is unavoidable and reasonable notice is provided.

A teacher can be required to attend a school activity outside the normal attendance of the teacher. A “school activity” means a structured activity organised by the school such as a parent teacher meeting, camp, excursion, concert, parent information session or after-hours sport.

An education support class employee may be required to attend work in excess of 38 hours per week to perform duties consistent with their role.

An employee can request not to attend beyond the normal attendance or hours of work where the attendance will unreasonably affect their personal or family commitments. The principal may only refuse the request on reasonable grounds.

The agreement provides for the accrual and acquittal of time in lieu where an employee is required to attend beyond their normal hours which results in attendance in any week exceeding 38 hours for a full-time teacher or education support class employee (or normal hours for a part time employee). This ensures that teachers and education support class employees are properly recognised for the work they are required to undertake in addition to normal hours of attendance.

Time in lieu is to be managed using existing school consultative arrangements including documenting the decisions about those activities that will attract time in lieu, the required number of employees, and the estimated time in lieu to be accrued. The principal must provide written notice to an employee of the requirement to perform additional duties that sets out the date, time and whenever possible the number of hours required for the performance of the additional duties, noting there will be occasions, e.g. on camp, where unexpected time in lieu may be accrued.

All provisions for time in lieu take effect from the commencement of the Agreement with the exception of the time in lieu arrangements for teachers for school camps (including overseas learning experiences) which will commence from 1 January 2023.

The purpose of this guide is to enable a common understanding of the principles, features, and approach to managing time in lieu under the Agreement and support practical implementation in Schools.

## Time in lieu

Time in lieu is provided where an employee is required by the principal to perform duties in excess of 38 hours per week for a full-time employee, or the normal hours of a part-time employee. All work required in excess of 38 hours must be documented and time in lieu will accrue the period of time in excess of 38 hours per week (pro-rata for a part-time employee). The time in lieu provisions do not apply to those activities or duties that are not required by a principal.

The timing of the acquittal of the time in lieu is at the discretion of the principal having regard to the operational needs of the school and the genuine consideration of the wishes of the employee.

## Teachers

The Agreement provides that the principal may require a teacher to undertake a school activity outside the normal hours of attendance (i.e. in excess of the 38 hours or normal hours for a part time teacher) and, when this occurs, it will attract time in lieu. The Agreement defines school activity as a structured activity organised by the school such as a parent teacher meeting, camp, excursion, concert, parent information session, or after-hours sport. The school activities that attract time in lieu will be determined by the principal using the school based consultative arrangements.

Where a teacher is required to attend a school activity that results in a teacher's attendance in any week exceeding 38 hours for a full-time teacher (or normal hours for a part time teacher), that teacher is to be granted time in lieu for the hours in excess of 38 hours for a full-time teacher (or normal hours for a part time teacher).

The time in lieu provisions apply to school activities required by the principal and do not apply to activities such as planning for classes, assessment and report writing that would normally occur in the 38 hours. In addition, the time in lieu provisions do not apply to those activities that are not required by a principal.

An example of where a school activity attracts time in lieu is a school debating competition that is held in the evening and where the responsible teacher's attendance at the debating competition is in addition to their 38 hours (or normal hours for a part time teacher) of attendance.

An example of where a school activity does not attract time in lieu is a school debating competition that is held after the student instruction time but within the 38 hours (or normal hours for a part time teacher) of attendance from the non-teaching and learning time (i.e. the 8 hour component of work). The responsible teacher undertakes this activity during their normal hours of attendance, so does not accrue any time in lieu.

An example of an activity that does not attract time in lieu may be a chess club that is conducted by a teacher at their request and agreed by the principal.

## Education Support Class

The Agreement provides that the principal may require an education support class employee to undertake work in excess of 38 hours per week (or normal hours for a part time education support class employee) where such work is unavoidable and reasonable notice is provided.

Where an education support class employee is required to undertake work that results in that employee's attendance in any week exceeding 38 hours for a full-time employee (or normal hours for a part time employee), that employee is to be granted time in lieu for the period of time in excess of 38 hours for a full-time employee (or normal hours for a part time employee).

An example of work that attracts time in lieu is where the principal requires a school business manager to attend a school council meeting held in the evening to provide council with information relevant to the administration of the school in addition to their 38 hours (or normal hours for a part time education support class employee) of allocated duties.

# Plan and Approve, Accrue, Acquit

There are three phases to effective management of time in lieu for attendance at school activities for teachers or the duties required of education support class employees:



Figure 1. Plan and Approve, Accrue, Acquit model

## Plan and Approve

The management of time in lieu requires planning by schools before the commencement of the school year as part of the annual long term planning process using the school's local consultative arrangements, and through the school year if circumstances change.

There are three steps within the Plan and Approve phase:

1. **Planning** the activities (for teachers this is limited to a school activity organised by the school such as a parent teacher meeting, camp, excursion, concert, parent information session or after-hours sport) that will be required for the upcoming school year, will lead to attendance or duties in excess of 38 hours in a week (or normal hours for a part time employee), and will therefore attract time in lieu, in consultation with the school based consultative committee.
2. **Developing and approving a time in lieu plan** for acquittal of time in lieu through a range of mechanisms
3. **Approval** of the time in lieu for activities (for teachers this is limited to a school activity organised by the school such as a parent teacher meeting, camp, excursion, concert, parent information session or after-hours sport) that require attendance by a teacher or the duties required of an education support class employee.

Each step is set out in more detail below:

*Step 1: Plan activities that may attract time in lieu*

Compile information on all activities (for teachers this is a school activity organised by the school such as a parent teacher meeting, camp, excursion, concert, parent information session or after-hours sport) that will lead to attendance or duties in excess of 38 hours in a week (or normal hours for a part time employee).

Compile a list of all activities (for teachers this is limited to a school activity organised by the school such as a parent teacher meeting, camp, excursion, concert, parent information session or after-hours sport) that require the attendance or duties of a teacher(s) and/or education support class employee(s).

For each activity (for teachers this is limited to a school activity organised by the school such as a parent teacher meeting, camp, excursion, concert, parent information session or after-hours sport) that requires the attendance of a teacher(s) and/or education support class employee(s), the principal should assess:

- The number of teacher(s) and/or education support class employee(s) required
- The estimated number of hours in excess of 38 hours per week (or normal hours for a part time employee) that will be accrued per employee for the activity

*Step 2: Develop a time in lieu acquittal plan*

Schools have the following mechanisms to acquit time in lieu:

- **Option 1:** Acquittal without replacement
- **Option 2:** Acquittal with replacement (CRT or casual education support class employee or the use of internal resources such as extras)
- **Option 3:** Payment at the normal rate of pay (or 150% for an education support class employee who accrues time in lieu outside the span of hours) where agreed by the principal and employee.
- **Option 4:** Any combination of the above

Refer to “Acquit Phase” for further detail on options available to acquit time in lieu.

*Step 3: Approve time in lieu*

Once planning has been undertaken, and the principal has determined which employee(s) are required, the employee(s) will undertake the required activity/duty and then seek principal approval for the time in lieu accrual through the following steps:

- Teacher(s) and/or education support class employee(s) requests principal approval for the time in lieu using eduPay
- Principal reviews and approves the request in eduPay
- The eduPay system automatically records the approval and balance of time in lieu for a teacher or education support class employee.

## Accrue

The accrual of time in lieu occurs when:

- a teacher is required to attend a school activity that results in a teacher's attendance in any week exceeding 38 hours (or normal hours for a part time teacher); or
- an education support class employee is required to undertake work in any week exceeding 38 hours (or normal hours for a part time education support class employee).

This includes, where an employee attends a school activity on a voluntary basis but during the activity is required by the principal to undertake any duties. In this case, the employee is entitled to time in lieu equal to the time required to undertaken in performing those duties.

Following the performance of the additional duties, the employee is to submit their time in lieu accrual request to the principal in eduPay for the actual hours of work performed. Where the time in lieu accrual request is more than the written notice, the employee will need to provide additional information to the principal to substantiate that request. Where an employee fails to provide additional information to substantiate the difference in hours, the principal may refuse the employee's time in lieu accrual request until further information is provided or an amended request is submitted that is consistent with the written notice provided by the principal.

EduPay functionality has been developed to enable teachers and education support class employees to submit an application for accrued time in lieu to be credited in the system. Subject to the application being approved by the principal, eduPay will maintain a record of each employee's accrued Time in Lieu.

Time in lieu will be accrued at the same time as the attendance or duties which occur outside of normal hours of work or duty for the affected employee.

## Acquit

Where a teacher has accrued time in lieu, that time is to be acquitted at a time(s) that causes the least disruption to the educational program of the school. Where an education support class employee has accrued time in lieu, that time is to be acquitted at times following consideration of the operational needs of the school.

The acquittal of time in lieu will be at times determined by the principal, following genuine consideration of the wishes of the employee.

In circumstances where a teacher or education support class employee works at multiple schools (e.g. instrumental music instructor), each school will accept responsibility for any time in lieu accrued in their school. The principal at the base school has responsibility for ensuring that each school manages the accrual and acquittal of time in lieu for each employee in accordance with these guidelines and in consultation with the principal(s) at the other school(s).

In circumstances where an employee is transferred or promoted to another school or regional workplace or ceases employment, any accrued time in lieu must be acquitted prior to the teacher or education support class employee moving to the new location or ceasing employment using one of the options set out below.

For a teacher, where time in lieu is not acquitted by 1 December in the year it was accrued, that teacher may vary their attendance time on any school day prior to the end of that school year equivalent to the time owed provided that:

variation of the teacher's attendance is subject to the teacher providing the principal with not less than three working days' notice; and

where the number of teachers seeking to vary their attendance time on the same day would otherwise result in the dismissal of students on that day, the principal is responsible for determining the timing of the absences to avoid the dismissal of students.

For a teacher or an education support class employee, unless otherwise agreed, where the time in lieu is not acquitted by 1 March of the following school year, accrued time in lieu must be granted immediately or payment made for the time owed at 150% of the employee's normal hourly rate of pay.

There are four options available to schools for the acquittal of time in lieu for employees:

### **Option 1: Acquittal without replacement**

Acquittal at a time that does not require replacement of the employee allows for time in lieu to be acquitted at a time that the employee is not required to be in attendance at the workplace or perform duties.

### **Option 2: Acquittal with replacement**

Acquittal with the engagement of a casual relief teacher, casual education support class employee or the use of internal resources, such as extras, to enable the release of the teacher or education support class employee when replacement is required.

### **Option 3: Pay out time in lieu**

As an alternative to time in lieu, and where agreed between the principal and the employee, accrued time in lieu can be paid out as follows:

- teachers can be paid for the time in lieu owed at the teacher's normal hourly rate of pay for the period of time of the accrued time in lieu; or
- education support class employees can be paid for the time in lieu owed at the employee's normal hourly rate of pay for the period of time in lieu accrued within the normal span of hours or 150% for the period of time in lieu accrued outside the normal span of hours.

### **Option 4: Any combination of the above**

Accrued time in lieu may be acquitted using a combination of options 1, 2 or 3 as set out above.

There are a number of conditions attached to acquittal of time in lieu that must be satisfied:

- Time in lieu should be acquitted in the fortnight in which it is accrued. Where this is not possible it may be granted at any other time prior to the end of the school year in which it is accrued.
- Time in lieu acquitted under Option 1 must only be allocated against the eight hour component of the 30 plus 8 (of the thirty eight hour week). Information regarding the 30 plus 8 model is available [here](#).
- The acquittal of time in lieu will be at times determined by the principal, giving genuine consideration to the wishes of the employee, and:
  - For a teacher time in lieu is to be acquitted at a time(s) that causes the least disruption to the educational program of the school;
  - For an education class support employee time in lieu is to be acquitted at a time(s) determined by the principal following consideration of the operational needs of the school.
- Time in lieu should be acquitted at a time during the school term where the employee does not need to be on site at the workplace and is not required to undertake duties.
- Where time in lieu has not been acquitted by 1 December, a teacher may vary their attendance on any school day prior to the end of the school year, equivalent to the time owed, subject to the teacher providing the principal with not less than three working days' notice. Where the number of teachers seeking to vary their attendance on the same day would result in the dismissal of students, the principal is responsible for determining the timing of absences to avoid the disruption.

- For a teacher or an education support class employee, unless otherwise agreed, where the time in lieu is not acquitted by 1 March of the following school year, accrued time in lieu must be granted immediately or payment made for the time owed at 150% of the employee's normal hourly rate of pay.

## School Camps

A school camp is an important curriculum, engagement and wellbeing activity for students and attracts time in lieu for any employee who is required to attend by the principal.

Employees will accrue time in lieu at school camps where they are required to perform duties that result in their attendance for that week exceeding their normal hours (38 hours for full time employee or normal hours for a part time employee).

School camps are considered a 'school activity' and arrangements for them in relation to time in lieu form part of the long-term planning determined by the principal through the school consultative process.

Time in lieu will be accrued on the basis of 100% time in lieu for the time an employee is performing duties, and 50% during the time the teacher or education support class employee is on call and available to perform duties. Where an on-call employee is required to perform duties, they will receive time in lieu at 100% for the time on duty.

Camps are excursions involving at least 1 night's accommodation (including school sleep-overs on school grounds). There are differing staffing levels required depending on the type of camp and the activities undertaken. Consideration of these requirements needs to be part of the camp planning process in the context of the accrual of time in lieu for staff. Please see advice in the Policy Advisory Library [Excursions: Resources | education.vic.gov.au](https://www.education.vic.gov.au/excursions-resources) for further information on camp arrangements, classifications, and staffing ratios.

## Planning for Camps

Plan all camps the year before to ensure reasonable notice can be provided to employees who may be required to attend the camp. As part of the long-term planning decision the principal should determine the number and category of teachers (for example Year 5 classroom teachers or Year 7 homegroup teachers) and education support employees required, and the projected time in lieu accrual and acquittal options.

Through the long-term planning discussions, schools should determine the camp classification, the type of activities, location, staff ratios, teacher in charge role, supervising teacher roles and risk management approaches.

To determine the time in lieu accruals for a school camp, teacher and education support class attendance should be organised according to whether an employee is:

- Normal hours – time in lieu does not accrue during this time
- On Duty Time - time in lieu accrues at 100% during this time
- On Call Time - time in lieu accrues at 50% during this time
- Off Duty Time - time in lieu does not accrue during this time

## Ordinary Time

Teacher attendance for a full time teacher each week is generally organised based on three 8 hour attendance days and two 7 hour attendance days (i.e. 38 hours of attendance per week). This is the teacher's normal hours for the purposes of camp planning and does not attract time in lieu. The attendance at camp should reflect the ordinary attendance requirements of teachers had they not attended the camp.

For education support class employees at camps, ordinary hours of attendance will be for 7.6 hours daily (for a full-time employee) between 7am and 6pm from Monday to Friday. Where an employee performs duties during their ordinary hours of attendance this is considered ordinary time for the purposes of camp planning and will not attract time in lieu.

Education support class employees will ordinarily be scheduled for normal hours within the span of 7am to 6pm from Monday to Friday. During a school camp an education support class employee may be required to perform duties or be on call and available to perform duties within or outside of the normal span of hours.

#### *On Duty Time*

If an employee is on duty outside their 38 hours in a week that duty attracts 100% time in lieu for the period of time the employee is on duty. An employee who is required to perform duty during a period of time when they are on call, will be regarded as being on duty for that period of time.

Examples of employees being on duty include evening activities until lights out such as movies, charades, concerts, dances and corridor/students checks.

#### *On Call Time*

If an employee is on call outside their 38 hours (or normal hours for a part time employee) for that week that attracts 50% time in lieu for the period of time the employee is on call.

An example of on call time includes an employee who is a designated contact person to be on call for any concerns after lights out or a person who is on call to respond in the case of a medical event. The on call employee is the first respondent when assistance is required.

#### *Off Duty Time*

For any period of time that an employee is not on duty or on call that period of time does not attract time in lieu. An employee who is required to perform duty during a period of time when they are off duty, will be regarded as being on duty for that period of time and attract accrual of time in lieu.

An example of off duty includes free time, recreation or rest time that may be allocated to an employee during which the employee is not required to perform any duties and/or is not on call to perform duties.

## **Resources and Further assistance**

Further information, advice or assistance on any matters related to the management of teacher work is available by:

- accessing the A-Z topic list on HRWeb, ([Work Requirements - Teachers](#))
- using the [related topics](#) list; or
- contacting Policy and Workplace Relations Branch on 03 7022 0013 or email any query to [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au)

Additional Resources to support the management of time in lieu in schools are available on the Resource tab of the time in lieu policy on the Policy and Advisory Library.

Schools can also access additional information on excursions, camps and adventure activities at the [Excursions page](#) in Policy and Advisory Library, including:

- Camps and Excursions policy template
- Forms
- Planning Documentation
- Risk Management tools
- Risk Registers

## Examples/Scenarios

The 5 examples set out below are specifically designed to demonstrate a range of options for planning for the accrual and acquittal of time in lieu. They are not meant to be exhaustive and it is acknowledged that every school will have specific circumstances that will need to be considered when planning for activities. It should also be noted that, for the examples, it has been assumed that education support class employees work a 38 hour week. Education support class employees who work less than 38 hours in a week, will need to have their time in lieu calculated using their normal hours of work.

Other major activities such as the State School Spectacular, division and interstate sporting/athletics events and activities that require extended day commitments but do not result in an overnight stay, can all be calculated using the plan, accrue and acquit model.

For all activities, early planning is essential to allow sufficient time for employees to be informed of commitments and how additional hours beyond their normal working week will be managed to provide appropriate time in lieu.

## School Activities - Time in lieu accruals examples/scenarios

The following examples/scenarios illustrate how time in lieu may be accrued for a range of structured school activities including school camps (see examples 3 to 5 below for school camp examples):

Example	Accrual of time in lieu	No Accrual of time in lieu
<p><b>Debating competition</b></p> <p>Debating competition scheduled 7:00pm to 9:00pm</p> <p>Students attend from 6:30pm to prepare for the debate</p>	<p>One teacher is required to attend from 6:30pm to 9:30pm – if these three hours, or part of these three hours, result in duties undertaken for more than 38 hours in the week (or normal hours for a part time teacher), then those hours accrue time in lieu.</p>	<p>Two other teachers choose to attend 7:00pm to 9:00pm. Teachers not required to attend – no time in lieu.</p>
<p><b>Sporting Event</b></p> <p>After school sporting event of 1 hour duration 4:00pm to 5:00pm</p> <p>Set up occurs from 3:30 to 4:00 and pack up from 5:00 to 5:30.</p>	<p>PE teacher required to attend the event, including set up and pack up, and the two-hour training sessions in the lead up to the event. If these four hours, or part of these four hours, result in attendance for more than 38 hours in the week (or normal hours for a part time teacher), then those hours accrue time in lieu.</p>	<p>PE teacher obtains permission to conduct additional training sessions in the teacher's own time. Additional training sessions are permitted to occur by the principal but not required – no time in lieu.</p>
<p><b>Chess Club</b></p> <p>Teacher proposes that a student school chess club be conducted from 4:30 to 5:30 two days per week</p> <p>The principal agrees to the proposal on the basis it is conducted by the teacher in their own time.</p>	<p>No time in lieu accrued</p>	<p>All time associated with this activity is in the teacher's own time.</p>
<p><b>Parent/teacher interviews</b></p> <p>Parent teacher interviews are held on a Wednesday evening from 3.30pm to 6.30pm</p>	<p>Teachers required to attend from 3:30pm to 6.30pm which would result in 2 hours in excess of 38 hours of duty. If teacher attendance during that week is not adjusted, then those hours accrue time in lieu.</p>	<p>Teachers required to attend from 3:30pm to 6.30pm which would result in 2 hours in excess of 38 hours of duty. Teacher attendance will be adjusted during that week to ensure attendance of the teacher does not exceed 38 hours per week (or normal hours for a part time teacher). No additional time in lieu is accrued.</p>

Example	Accrual of time in lieu	No Accrual of time in lieu
<p><b>A year level coordinator meets with parents but parents are not available due to work commitments till 6pm.</b></p>	<p>The teacher attends the meeting, which occurs from 6:00pm to 7:00pm. This represents one hour in excess of normal attendance, and if this hour is in excess of the 38 hours (or normal hours for a part time teacher) this is accrued time in lieu.</p>	
<p><b>Meet the parents BBQ/Parent information nights</b></p>	<p>Teachers required to attend from 3:30pm to 6.30pm which would result in 2 hours in excess of 38 hours of duty (or normal hours for a part time teacher) as they would normally attend a meeting until 4.30pm. Teachers accrue two hours of time in lieu.</p>	<p>Teachers required to attend from 3:30pm to 6.30pm which would result in 2 hours in excess of 38 hours of duty (or normal hours for a part time teacher) as they would normally attend a meeting until 4.30pm. Teacher attendance will be adjusted during that week to ensure attendance of the teachers does not exceed 38 hours (or normal hours for a part time teacher). No time in lieu is accrued.</p>

## Plan and Approve, Accrue, Acquit Examples/Scenarios

### Example 1: Primary School End of Year School Concert

Primary School A holds an end of year school concert for parents at the conclusion of each school year. This concert is a school activity that requires the attendance of one or more teachers. The concert is held adjacent to the school day from 3:30pm to 5:00pm during week 9 of term 4 and requires the attendance of all teachers.

<p><b>Plan and Approve</b></p>	<ul style="list-style-type: none"> <li>• The concert is considered as part of the long term planning activities of the school consultative committee.</li> <li>• The school’s long term planning process:             <ul style="list-style-type: none"> <li>- Identifies the necessary duties required to deliver the concert, and the number of hours required to perform those duties</li> <li>- Identifies that the participation of all teachers is required.</li> <li>- Considers what work can be performed within the ordinary hours of work (38 hours per week or normal hours for a part time teacher) and what can only be performed outside those hours.</li> <li>- Develops a plan for the accrual and acquittal of time in lieu for this activity for consideration by the consultative committee provided that for each activity the principal gives genuine consideration of the wishes of the individual employee in relation to acquittal is provided.</li> <li>- The consultative committee recommends this plan to the principal for approval.</li> </ul> </li> <li>• The principal approves a plan for the accrual and acquittal of time in lieu where teachers are not required to work beyond their ordinary hours of work (38 hours per week or normal hours for a part time teacher). The plan provides:             <ul style="list-style-type: none"> <li>- Face-to-face teaching time will be allocated for student rehearsals within the curriculum program of the school for term 4.</li> <li>- No rehearsals will be held outside of the student attendance time.</li> <li>- Employees with responsibility for the organisation of the concert, will be allocated an organisational duty including a time allowance to allow them to complete work within the 38 hours (or normal hours for a part time teacher)</li> <li>- Attendance times will be adjusted during the week of the concert, by reducing the number/duration of meetings during the week to offset the additional attendance time on the day of the concert.</li> </ul> </li> </ul>
<p><b>Accrue</b></p>	<ul style="list-style-type: none"> <li>• The approved plan will not require employees to perform work outside of their 38 hours per week (or normal hours for a part time teacher).</li> <li>• No time in lieu accrued as there has been no requirement to perform duties in excess of 38 hours per week (or normal hours for a part time teacher).</li> <li>• No time in lieu is accrued for employees with responsibility for organisation of the concert as they have been allocated a time allowance to complete these tasks.</li> </ul>
<p><b>Acquit</b></p>	<p>If the work can be completed within the 38 hour week (or normal hours for a part time teacher), no time in lieu is accrued and no acquittal is required</p>

## Example 2: Secondary School performance over 3 nights 7pm-9pm

Secondary School B holds an annual production performance in the last week of Term 3 each year. This performance is a school activity that requires the attendance of one or more teachers and will involve organisation and rehearsals. A teacher is appointed as the production manager as an organisational duty and is provided with a time allowance of two 48-minute periods per week to complete their duties related to the performance. Rehearsals occur in every week of term 3 leading up to the performance week. The concert is held on three evenings from 7 to 9 pm during week 10 of term 3 and requires the attendance of 6 teachers. Students are required to attend from 6.30pm for warm ups and run throughs prior to the start of the performance. Students are dismissed at the end of the performance and it takes an hour to pack up and lock up the venue.

<p><b>Plan and Approve</b></p>	<p>The performance is considered as part of the long term planning activities of the school consultative committee.</p> <p>The school consultative committee:</p> <ul style="list-style-type: none"> <li>• Identifies the necessary duties required to deliver the production, and the number of hours required to perform those duties.</li> <li>• Identifies that the participation of two teachers is required for the rehearsals during term 3, and six teachers are required on each night of the performance.</li> <li>• Considers what work can be performed within the ordinary hours of work (38hrs per week or on a pro-rata basis for a part time teacher) and what can only be performed outside those hours.</li> <li>• Develops a plan for the accrual and acquittal of time in lieu for this activity.</li> <li>• Recommends this plan to the principal for approval.</li> </ul> <p>The principal approves a plan for the accrual and acquittal of time in lieu where teachers are required to work beyond their ordinary hours of work (38 hours per week). The plan provides:</p> <ul style="list-style-type: none"> <li>• the production manager with an organisational duty and two 48-minute periods of time allowance per week to complete the duties required to organise the performance.</li> <li>• the production manager and another teacher conduct rehearsals each week during term 3 and will have their attendance arrangements changed by not having to attend meetings each week to allow for two hours of rehearsal.</li> <li>• the production manager and another teacher will be released from duty for two full days in week 9 of the term to conduct full day rehearsals with students and will be replaced with CRTs.</li> <li>• six employees will accrue time in lieu from 4:30 – 10:00pm (5 ½ hours) for the three nights of the performance.</li> </ul>		
<p><b>Accrue</b></p>	<p>The approved plan provides sufficient time during the school year to accommodate the work required for the organisation of the concert. The principal and teachers agree that the granting of two periods time release per week throughout the school year is sufficient to recognise the work performed in organising the concert.</p>		
<p><b>Acquittal</b></p>	<p>The acquittal of time in lieu is approved by the principal with the objective of giving genuine consideration of the wishes of the individual employee and causing minimal disruption to the educational program of the school. In this case, the principal, after consultation with employees, approves that the accrued time in lieu will be acquitted as follows:</p> <table border="1" data-bbox="359 1966 646 2013"> <tr> <td data-bbox="359 1966 512 2013"><b>Teacher</b></td> <td data-bbox="512 1966 646 2013"><b>ES</b></td> </tr> </table>	<b>Teacher</b>	<b>ES</b>
<b>Teacher</b>	<b>ES</b>		

	6 hrs	n/a	Teachers not required to attend the two hours of meetings per week or the additional hour of attendance/required duties each week – no replacement cost
	8 hrs	n/a	1hr per week less attendance time/required duties for 8 weeks at either the start or the end of the school day for teachers coming from the non-teaching and learning time (ie the 8 hour component of work) – no replacement cost
	4.5hrs	n/a	Agreement for payment at 100% of ordinary rate or engagement of casual replacement employee or the use of internal resources such as extras
<b>Total</b>	<b>18.5hrs</b>	<b>n/a</b>	

### Example 3: Secondary school camp over 3 days

A small metropolitan secondary school hosts a three-day camp (Mon-Wed) for 40 Year 7 students in February at a regional base camp site. The camp site provides 2 employees to provide additional supervision and the coordination of camp activities through the day.

<b>Plan and Approve</b>	<p>Using the school's consultative arrangements, the principal determines that:</p> <ul style="list-style-type: none"> <li>the camp requires the attendance of 2 teachers and 2 education support class employees.</li> <li>the required duties will involve work exceeding the normal hours (38 hours for full time employees or normal hours for a part time employee).</li> <li>one teacher will be on call overnight for the first night and the other teacher will be on call for the second night.</li> </ul>		
<b>Accrue</b>	<ul style="list-style-type: none"> <li>Each employee will be required to perform 6 hours of duty in addition to the normal hours of attendance on day 1 and day 2, and 2 additional hours on day 3. This time in lieu will accrue at 100% totalling 14 hours time in lieu per employee</li> <li>One teacher and education support class employee will be on-call for the first night for the period 10:00pm to 7:00am and the other teacher and education support class employee will be on call for the second night for the period 10:00pm to 7:00am. This time in lieu will accrue at 50% totalling 4.5 hours time in lieu for each employee on call.</li> <li>Employees who are not on call during the period 10:00pm to 7:00am will not accrue time in lieu and are not required to undertake duties.</li> </ul>		
<b>Acquit</b>	<p>The acquittal of time in lieu is determined by the principal with the objective of causing minimal disruption to the educational program of the school. In this case the principal, after consultation with employees, determines that the accrued time in lieu will be acquitted as follows:</p>		
	<b>Teacher</b>	<b>ES</b>	
	6 hrs	n/a	Teachers not required to attend the two hours of meetings per week or the additional hour of attendance/required duties each week – no replacement cost
	8 hrs	8 hrs	1hr per week less attendance time/required duties for 8 weeks at either the start or the end of the school day for teachers coming from the non-teaching and learning time (ie the 8 hour component of work) – no replacement cost
	n/a	7.6 hrs	Education support class employees not required to attend duty on the common PPD (in this example the ES employee is a full time employee)
4.5 hrs	2.9 hrs	Agreement for payment at 100% of ordinary rate or engagement of casual replacement employee or the use of internal resources such as extras	
<b>Total</b>	<b>18.5hrs</b>	<b>18.5hrs</b>	

### Example 4: Primary school camp over 3 days

A Primary school hosts a three-day camp (Wed-Friday) for Year 5/6 students involving 60 students in March at a regional camp site.

<b>Plan and Approve</b>	<p>Using the school's consultative arrangements, the principal determines that:</p> <ul style="list-style-type: none"> <li>the camp requires the attendance of 4 teachers and 2 education support class employees.</li> <li>the required duties will involve work exceeding the normal hours (38 hours for full time employees or normal hours for a part time employee).</li> <li>50% of teachers will be on call overnight for the first night and 50% of teachers will be on call for the second night.</li> </ul>		
<b>Accrue</b>	<ul style="list-style-type: none"> <li>Each employee will be required to perform 5.5 hours of duty in addition to the normal hours of attendance on Day 1 and Day 2 and 2 additional hours on day 3. This time in lieu will accrue at 100% totalling 13 hours time in lieu per employee</li> <li>2 teachers will be on-call for the first night for the period 9:00 pm to 7:00 am and 2 teachers will be on call for the second night for the period 9:00 pm to 7:00am. This time in lieu will accrue at 50% totalling 5.0 hours time in lieu for each teacher on call.</li> <li>Employees who are not on call during the period 9:00 pm to 7:00am will not accrue time in lieu and are not required to undertake duties.</li> </ul>		
<b>Acquit</b>	<p>The acquittal of time in lieu is determined by the principal with the objective of giving genuine consideration of the wishes of the individual employee and causing minimal disruption to the educational program of the school. In this case, the principal, after consultation with employees, determines that the accrued time in lieu will be acquitted as follows:</p>		
	<b>Teacher</b>	<b>ES</b>	
	1 hr	1.5 hr	Not required to attend for duty following camp after 2:30pm (i.e. acquitted from the 8 hour component of work) - no replacement cost
	6 hrs	n/a	Teachers not required to attend the two hours of meetings per week or the additional hour of attendance/required duties each week – no replacement cost
	8 hrs	3 hrs	1hr per week less attendance time/required duties for up to 8 weeks at either the start or the end of the school day for teachers coming from the non-teaching and learning time (ie the 8 hour component of work) – no replacement cost
	n/a	7.6 hrs	Education support class employees not required to attend duty on the common PPD (in this example the ES employee is a full time employee)
3 hrs	0.9 hrs	Agreement for payment at 100% of ordinary rate or engagement of casual replacement employee or the use of internal resources such as extras	
<b>Total</b>	<b>18 hrs</b>	<b>13 hrs</b>	

### Example 5: Special school camp over three days

A Special school hosts a three-day camp (Wed-Friday) for 15 students in March at a regional camp site.

<b>Plan and Approve</b>	<p>Using the school's consultative arrangements, the principal determines that:</p> <ul style="list-style-type: none"> <li>the camp requires the attendance of 3 teachers and 3 education support class employees.</li> <li>the required duties will involve work exceeding the normal hours (38 hours for full time employees or normal hours for a part time employee).</li> <li>all employees will be on call overnight on Day1 and Day 2</li> </ul>		
<b>Accrue</b>	<ul style="list-style-type: none"> <li>Each employee will be required to perform 6 hours of duty in addition to the normal hours of attendance on day 1 and day 2, and 2 additional hours on day 3. This time in lieu will accrue at 100% totalling 14 hours time in lieu per employee</li> <li>All employees will be on-call for the first night for the period 8:30 pm to 7:00 am and all employees will be on-call for the second night for the period 8:30 pm to 7:00am. This time in lieu will accrue at 50% totalling 10.5 hours time in lieu for each teacher on call.</li> </ul>		
<b>Acquit</b>	<p>The acquittal of time in lieu is determined by the principal with the objective of giving genuine consideration of the wishes of the individual employee and causing minimal disruption to the educational program of the school. In this case, the principal, after consultation with employees, determines that the accrued time in lieu will be acquitted as follows:</p>		
	<b>Teacher</b>	<b>ES</b>	
	1.5 hrs	1 hr	Not required to attend for duty following camp after 2:30pm - no replacement cost
	6 hrs	n/a	Teachers not required to attend the two hours of meetings per week or the additional hour of attendance/required duties each week – no replacement cost
	8 hrs	n/a	1hr per week less attendance time/required duties for 8 weeks at either the start or the end of the school day for teachers coming from the non-teaching and learning time (ie the 8 hour component of work) – no replacement cost
	n/a	22.8 hrs	Education support class employees not required to attend duty on the common PPD and two pupil free days (in this example the ES employee is a full time employee)
	9 hrs	0.7 hrs	Agreement for payment at 100% of ordinary rate or engagement of a casual replacement employee or the use of internal resources such as extras
<b>Total</b>	<b>24.5hrs</b>	<b>24.5 hrs</b>	