

Time in Lieu Policy

Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Time in Lieu Policy
Brief Description	This Policy outlines when paid time off work, given in lieu of overtime payment, may be offered to Griffith College Staff on occasion, to enable the College to effectively resource peak periods.
Responsibility	College Director and Principal
Initial Issue Date	04/02/2010
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
01/08/2017	2	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
Navitas Travel Policy	Policy HUB
Education Services (Post-Secondary Education) Award 2010	PDF
ICHRIS	Navitas Portal

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1 Purpose and Scope

Paid time off work, given in lieu of overtime payment, may be offered to Griffith College staff on occasion, to enable the College to effectively resource peak periods.

1.1 Introduction

This Time in Lieu Policy sets out the approach of Griffith College relating to the management of time in lieu.

1.2 Purpose

The purpose of this Policy is to confirm that the Company provides paid time off work, given in lieu of overtime, to Griffith College staff on occasion. It is designed to ensure that the College can effectively resource peak periods.

1.3 Scope

This Policy has been prepared in accordance with the [Education Services \(Post-Secondary Education\) Award 2010](#). It therefore sets out how the Company complies with relevant legal standards and regulations regarding time in lieu.

2 Policy Statement

2.1 Regulation

The [Education Services \(Post-Secondary Education\) Award 2010](#) covers staff at Griffith College.

For the purposes of this policy, the HEW levels implemented at Griffith College, will be considered to be equivalent to the "General Staff Classifications" contained within Section 14.4 of the Award. It is noted that the level increments do not align neatly, however, as this policy deals purely in whole levels, please discount.

General staff at HEW Level 7 or below may take time off instead of overtime payment, in the next pay period following accrual, or otherwise as mutually agreed. Where time off is not taken within four weeks of accrual, the employee may request that the accrued time is paid at the relevant overtime rate.

General staff at HEW Level 8 or 9 may take time off in lieu of overtime payment on agreement with their supervisor. If an employee has accumulated time equivalent to 76 hours over a 12-month period, he/she must take time off to reduce the accumulated hours below 76 hours. If after 18 months, the time accumulated is still greater than 76 hours, the excess hours must be paid out. If any hours are outstanding at termination, they must be paid out.

Casual employees are not eligible to apply for time in lieu agreements.

Should an employee wish to take time off during ordinary hours, without a prior time in lieu arrangement, they may request approval to work make-up time.

2.2 Process

- Time in lieu arrangements must be negotiated, and agreed upon, prior to any overtime being worked. Time in lieu requested later may not be approved.
- Time in lieu arrangements will be negotiated between the employee and his/her direct supervisor.
- Typically, time in lieu arrangements will be informal, however, in some situations it may be appropriate for a written confirmation of the agreement to be provided by the supervisor (e.g. email).

- Time in lieu arrangements will typically include:
 - the purpose of the overtime (i.e. the work task(s) that require time critical attention);
 - the amount of overtime that will be worked;
 - when the overtime will be conducted;
 - the amount of time in lieu that the employee will be eligible to claim; and
 - when the time in lieu will be taken.

In accordance with the [Navitas Travel Policy](#), time in lieu will not be available for overtime worked while travelling.

At the time that time in lieu is taken, the employee is responsible for entering the leave into the [ICHRIS](#) payroll system, for approval by their supervisor.