

Rationale:

An Education Support staff member may be required to undertake work in addition to his/her 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, up to a maximum of 7.6 hours per day, provided that prior approval has been granted by the Principal class or Business Manager

Areas of Duty Covered by Time in Lieu:

- **Required attendance at camps/excursions**
 - **Camps** to support individual student or group of students. 5 hours claimable per night.
 - **Excursions:** to support individual student or a group of students. TIL will be granted for any additional hours worked on the day of the required excursion, less the normal working hours for that day, up to a maximum of 6 hours.
 - **Special events:** where ES staff are requested to perform duties or attend (but not if an employee chooses to volunteer their services) at events such as:
 - Welcome BBQ
 - Information nights
 - Professional development attendance outside normal working hours
 - Staff meetings
 - **Administration duties:** where ES staff are required to complete administration duties over the holiday periods, ie end of month/year
- **Time in Lieu:**

Will be negotiated with the Business Manager and must be taken at a time suitable to the school and its operations.
- **Process:**
 1. Additional time to be worked must be pre-approved by the Business Manager or Principal class prior to the extra hours being worked.
 2. Pro forma completed and given to Business Manager for recording
 3. Where possible, time in lieu will be used against student free days if the ES staff member is not required to attend professional development or other relevant school activities.

Time in Lieu will not be granted if additional hours are worked prior to authorisation given or if an employee chooses to volunteer their services without prior consultation.

Time will not be granted immediately before or after the beginning of a Term or a Public Holiday, unless by negotiation.

EDUCATION SUPPORT LEAVE

Under the agreement, Education Support Class (ESC) 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 or given TIL.

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".

Policy approved by School Council on...16th February 2016.....
Due for reviewFebruary 2019.....

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.