



Time-In-Lieu (TIL) Policy

1. 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-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.

2. Purpose and Scope

The purpose of this policy is to ensure that:

- All managers and employees have a consistent understanding of the use of time-in-lieu arrangements in the organisation
- All managers and employees are aware of the procedures for time-in-lieu
- All employees are treated consistently

3. Related Documents

This Policy is to be read in conjunction with KOI's Staff Handbook 2020 (*draft*) and individual employment contracts. The hours of work for each employee will be set in accordance with their contract of employment and may be varied by agreement with KOI.

4. Definitions

Time-in-Lieu (TIL) Time-in-lieu (TIL) is commonly used interchangeably with time-off-in-lieu (TOIL) or lieu-day, is where the CEO or appropriate delegated authority agrees to give an employee time-in-lieu of extra worked hours.

5. Policy

Time-in-lieu can be accrued and taken only with the prior approval of the CEO or by the Vice Presidents.

If an employee chooses 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 their immediate manager.

The CEO and the various managers shall ensure that the use of time-in-lieu is limited to essential work and does not expose the organisation to liability in terms of excess accrual leading to employee shortages.

6. Principles

Time-in-lieu must be pre-approved in principle in writing by the CEO or relevant Vice President, on the recommendation of the line managers.

Only general staff are eligible to accrue time-in-lieu.

Employees appointed at a Manager level or above are not eligible for time-in-lieu, other than in instances where work can be performed out of normal work hours, such as in the case of core IT Systems maintenance appointed by the Director of IT.

Time-in-lieu will be calculated at a ratio of one-hour worked to one-hour time-in-lieu, except for public holidays and Sundays, where time-in-lieu will be granted on a time-and-a-half rate.



Time-in-lieu should be calculated in 15-minutes intervals, and can be claimed where the additional time worked exceeds 30-minutes, and is to be recorded by the employee member once performed and endorsed by the CEO at the next available opportunity.

Time-off-in-lieu is to be recorded in a format that is approved by the CEO. Time-in-lieu can only be accrued and taken in accordance with this policy.

The maximum number of hours of time-in-lieu instead of overtime payments that may be accumulated will not be more than the number of ordinary hours in the employee's working week.

Time-in-lieu will be taken at a mutually agreed time, except that the time-in-lieu will be taken within the 6-months' after the overwork is worked.

Where time-in-lieu has not been taken within 6-months' after the overtime is worked, the employee will be paid at the applicable overtime rate.

Where time-in-lieu has not been taken prior to the termination of the employee's employment, KOI will pay the employee for the overtime hours that would have been payable, upon termination of employment.

7. Roles and responsibilities

It shall be the responsibility of the CEO and Vice Presidents to implement this policy and monitor its effects.

The CEO and the Vice Presidents shall be responsible for authorising all instances of time-in-lieu.

8. Associated Information

Modern Award – Higher Education Industry – General Staff – Award 2020

https://awardviewer.fwo.gov.au/award/show/MA000007#P664_46179

Fair Work Ombudsman – Overtime Pay

<https://www.fairwork.gov.au/pay-and-wages/penalty-rates-allowances-and-other-payments/overtime-pay>

Document control

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*****END OF POLICY*****