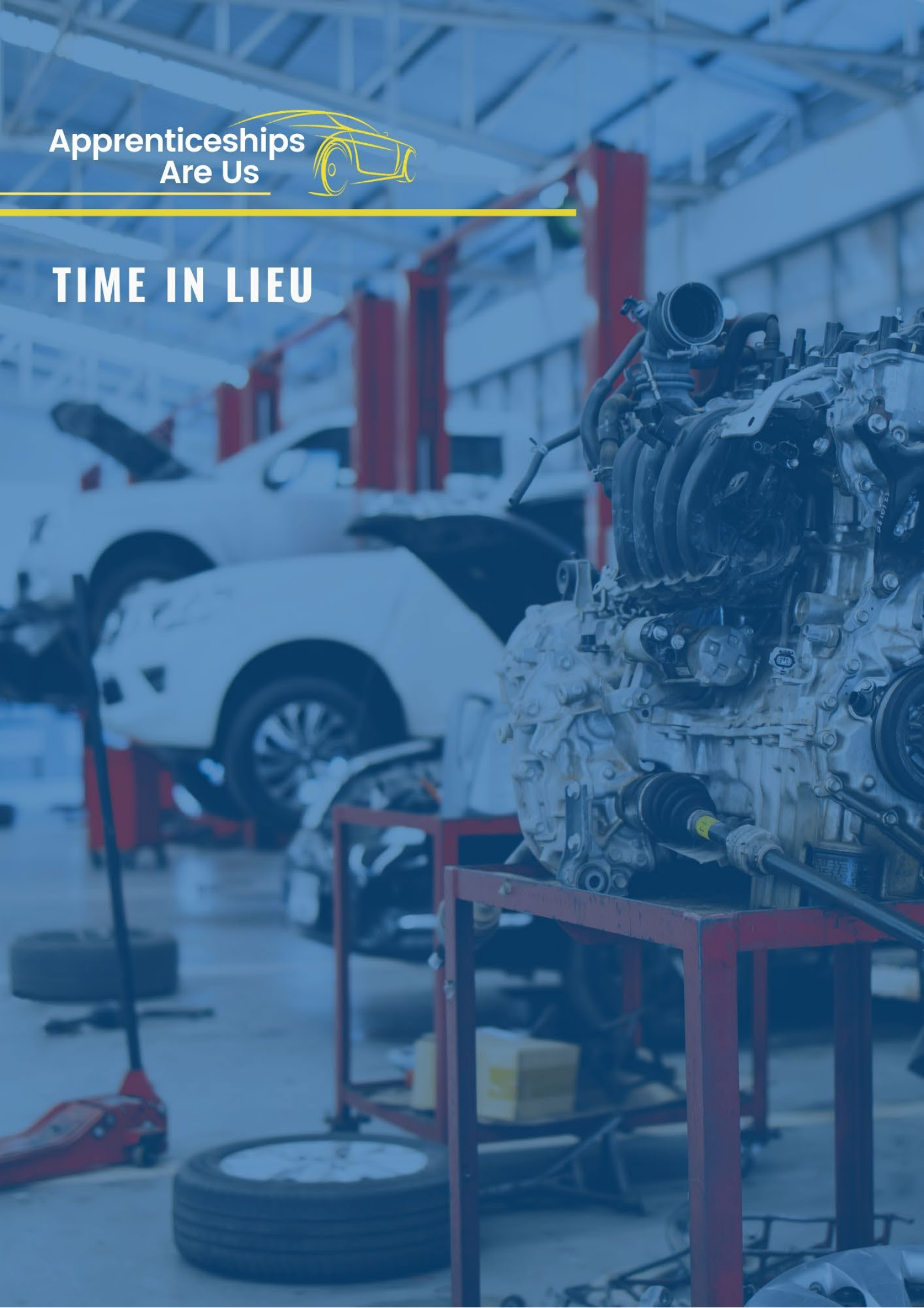


Apprenticeships
Are Us



TIME IN LIEU



INTRODUCTION

At times, employees may be required to extend their working hours to address urgent work matters, attend meetings, or represent the organisation outside their regular working schedule.

To ensure a balanced work-life structure and prevent excessive work hours, Apprenticeships Are Us Limited offers time off in lieu as an alternative to employees required to work beyond their standard contractual weekly hours outside regular working weekdays.

This policy aims to clarify the use of time in lieu arrangements within the organisation, ensuring consistent treatment of all staff members and providing a structured procedure for managing and utilizing time in lieu.

PURPOSE

The primary objectives of this policy are to:

- Establish a clear understanding among managers and staff regarding time in lieu arrangements within the organisation.
- Outline the procedures and guidelines for requesting and taking time in lieu.
- Ensure equitable treatment of all employees concerning time off in lieu arrangements.

POLICY

Accrual and utilisation of time in lieu require prior approval from the Managing Director (MD) or their duly authorised representative. Employees who work additional hours without prior approval are ineligible for time in lieu and must discuss the matter with their immediate manager.

The MD and supervisors shall oversee the responsible use of time in lieu to prevent excessive accrual and potential staff shortages within the organisation.

RESPONSIBILITIES

It is the responsibility of the MD and managerial staff to implement and monitor compliance with this policy. The MD and the management team hold the authority to authorise instances of time in lieu.

PROCEDURES

Time off in lieu will be granted at a rate of one hour worked to one hour of time off for Saturdays. For public holidays and Sundays, time in lieu will be granted at a rate of time-and-a-half.

Accrual of time in lieu should be calculated in 15-minute increments and can be claimed if the additional work time exceeds 30 minutes. An employee may not accrue time in lieu for more than four days. Typically, no more than one day per month may be taken as time in lieu, usually in half-day increments, subject to approval by the employee's manager.

Employees are required to complete a 'Time in Lieu Accrued and Taken Form' and submit it to their supervisor for record-keeping. Utilisation of time in lieu must strictly adhere to the guidelines outlined in this policy.

RELEVANT LEGISLATION

This policy aligns with the Fair Work Act's provisions regarding reasonable working hours, ensuring employees aren't compelled to work excessive hours. It also adheres to the Act's guidelines on reasonable working conditions and the right to request flexible work arrangements, promoting a healthy work-life balance.

AUTHORISATION

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Apprenticeships Are Us Limited

DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1	M. Wentworth	12/12/2022	All	N/A
1.2	M. Wentworth	28/11/2023	All	Cover page, information update