

Apprenticeships
Are Us



TIME IN LIEU



INTRODUCTION

As a registered Group Training Organisation (GTO), *Apprenticeships Are Us Ltd* adheres to the *National Standards for Group Training Organisations*. These standards place a strong emphasis on effective governance and the management of workforce welfare, including fair work practices. By ensuring that additional hours worked by employees beyond their contracted obligations are appropriately managed through time in lieu, ARU aligns this policy with *National Standard 3 – Effective Governance and Management* and *National Standard 3 – Risk Management*. These standards help ensure that employees' well-being is supported by preventing overwork and ensuring clear tracking and compensation for extra time worked.

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 (ARU) 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

ARU, as a registered charity under the *Australian Charities and Not-for-profits Commission (ACNC)*, complies with the *ACNC Governance Standards*. These standards require charities to operate in a manner that protects public trust and ensures responsible management of human resources. By implementing and adhering to a transparent and fair time in lieu policy, ARU demonstrates its commitment to ethical workplace practices that safeguard employee well-being and ensure fair compensation for extra work. Time in lieu is an essential part of ensuring that staff workloads are manageable, and that no employee is disadvantaged or overburdened by additional tasks without appropriate compensation.

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.

This policy is designed in compliance with the *Corporations Act 2001 (Cth)*, which mandates directors and officers to act in the best interests of the organisation and its employees. It ensures that time worked in excess of normal hours is compensated transparently and fairly. The management of time in lieu supports ARU's governance responsibilities, promoting ethical work practices and reducing the risk of excessive working hours, which could

lead to workplace stress, fatigue, and potential health issues. This policy also ensures compliance with the Act's requirement to maintain proper records, ensuring transparency and accountability in ARU's employee work hour management.

RESPONSIBILITIES

The Managing Director, management team, and HR are responsible for overseeing the proper implementation of this policy, including the accurate tracking and recording of time in lieu accrual and usage. Regular reports will be provided to the ARU Board of Directors to ensure proper governance and oversight of employee work hours, time in lieu accruals, and overall staff welfare. This reporting process aligns with ARU's obligations under the *Corporations Act 2001 (Cth)* and the *National Standards for Group Training Organisations* to manage employee working conditions and risks effectively. These reports will ensure that time in lieu is managed in a way that promotes employee well-being and prevents the excessive accumulation of hours.

In cases where employees accumulate excessive time in lieu (over a certain threshold, such as 40 hours), ARU will work with the employee to ensure the time is taken within a reasonable period. The accrual of excessive time in lieu could lead to burnout or negatively affect work-life balance, which is contrary to ARU's duty of care towards its staff. Management will regularly review time in lieu balances to ensure they are being used in a timely manner, as prolonged accumulation may lead to difficulties in managing employee workloads and scheduling.

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.

ARU will securely store all completed 'Time in Lieu Accrued and Taken Forms' and related documentation in accordance with the *Privacy Act 1988*. Employee information regarding working hours, time in lieu accruals, and usage will be handled confidentially and securely, ensuring compliance with ARU's *Privacy Policy*. This protects staff data from unauthorized access, use, or disclosure. Only authorised personnel, including HR and management, will have access to these records, and they will be maintained for the legally required period before secure disposal.

RELEVANT LEGISLATION

This policy complies with the provisions of the *Fair Work Act 2009*, which outlines the rights of employees to fair working conditions, including reasonable working hours, rest breaks, and compensation for overtime. The *Fair Work Act* protects employees from being required to work unreasonable additional hours without proper compensation. Time in lieu arrangements at ARU are designed to ensure compliance with these provisions by allowing staff to accrue time off for additional hours worked. This policy also ensures that time in lieu is accrued in line with modern awards or enterprise agreements where applicable, and that all staff have a clear understanding of how and when they can access their accrued time.

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
1.3	M. Wentworth	30/10/2024	All	Information update