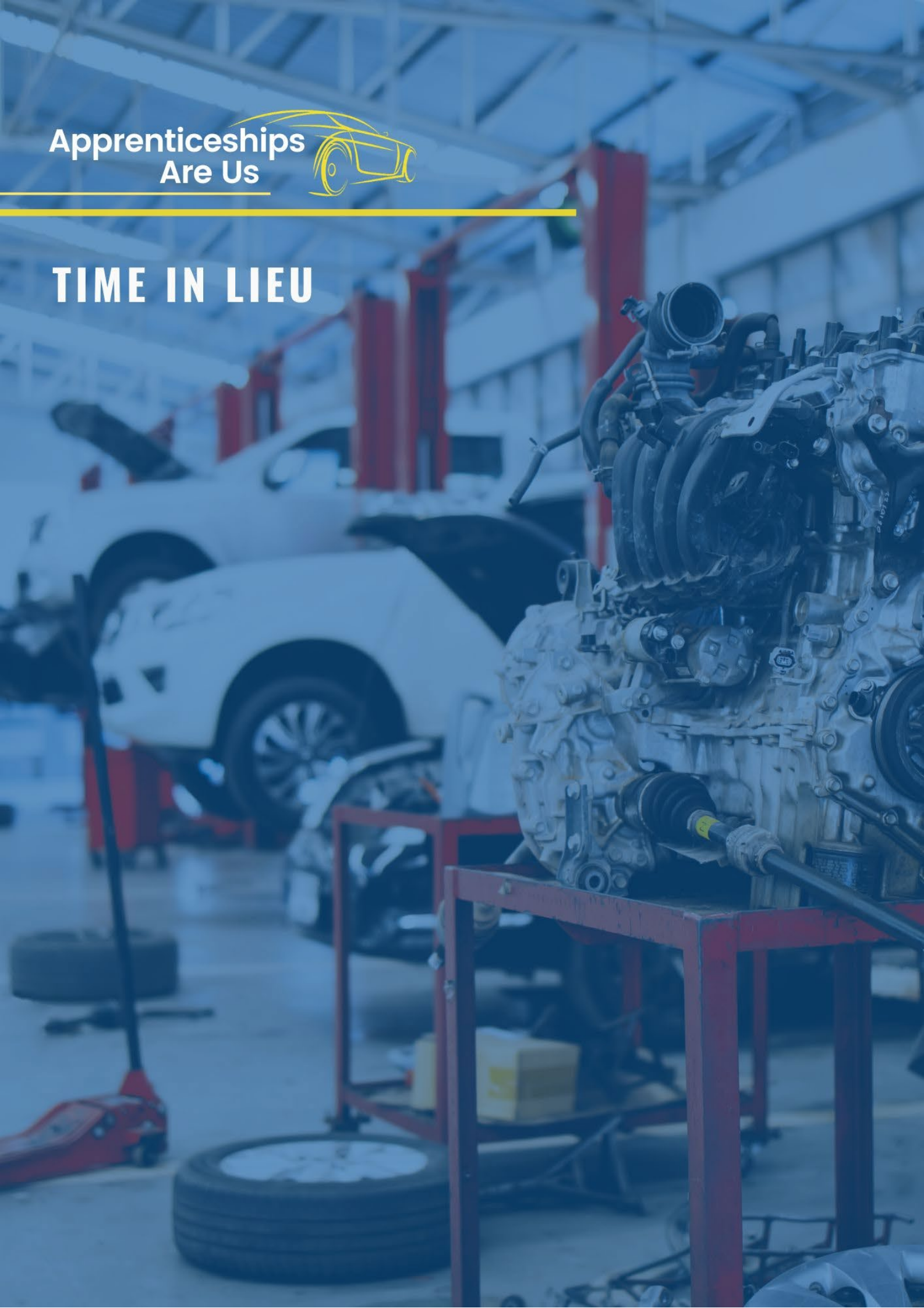


Apprenticeships  
Are Us



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 employees' well-being by preventing overwork and ensuring precise tracking and compensation for extra time worked.

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

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 on non-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.

This policy operates as a controlled workplace relations and governance document within Apprenticeships Are Us Ltd's Quality Assurance Framework and is relied upon as evidentiary support during Fair Work audits, GTO compliance reviews, ACNC governance assessments, and internal risk management activities.

## 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.

This policy also supports ARU's duty of care to employees by promoting sustainable workloads, preventing excessive working hours, and ensuring time in lieu arrangements are managed transparently, consistently, and in compliance with applicable workplace laws.

## 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.

Nothing in this policy permits or requires an employee to work unreasonable additional hours. All time-in-lieu arrangements must comply with section 62 of the Fair Work Act 2009 (Cth) and any applicable modern award or enterprise agreement.

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

This policy is designed to comply with the Corporations Act 2001 (Cth), which mandates that directors and officers act in the best interests of the organisation and its employees. It ensures that time worked more than 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, thereby ensuring transparency and accountability in ARU's employee work-hour management.

Where a modern award, enterprise agreement, or contract of employment provides specific provisions relating to overtime or time off in lieu, those provisions will prevail to the extent of any inconsistency.

## 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 accruals and their use. 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 effectively manage employee working conditions and risks. These reports will ensure time in lieu is managed to promote employee well-being and prevent excessive hour accumulation.

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 used promptly, as prolonged accumulation may create difficulties in managing employee workloads and scheduling.

Where excessive time in lieu accrual indicates systemic workload issues, management must escalate the matter to the Managing Director and consider resourcing, workload redistribution, or operational adjustments.

## PROCEDURES

Time off in lieu will be granted at a rate of one hour of work for one hour of time off on Saturdays. For public holidays and Sundays, time in lieu will be granted at a rate of 1.5 times the regular rate.

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 the employee's manager's approval.

Employees are required to complete the 'Time in Lieu Accrued and Taken Form' and submit it to their supervisor for record-keeping purposes. 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 unauthorised 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. Time in lieu records will be retained in accordance with statutory record-keeping requirements and may be produced to regulators upon request.

## RELEVANT LEGISLATION

This policy complies with the provisions of the *Fair Work Act 2009*, which outline employees' rights to fair working conditions, including reasonable working hours, 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.

This policy also supports directors and officers in meeting their duties under the Corporations Act 2001 (Cth) by promoting lawful, ethical, and sustainable workforce management practices.

## AUTHORISATION

*Authorised under delegated authority of the Apprenticeships Are Us Ltd Board.*

Michael Wentworth



**Managing Director**

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
1.4	M. Wentworth	23/01/2026	All	Information update