

DSC - TIME IN LIEU PROCESS

STEP ONE

Download and complete the form titled [Doncaster Secondary College Time in lieu – Activity and Event approval process](#). The organiser arranges to meet with the Excellence in Teaching and Learning Leader not less than 6 weeks prior to the event– no approvals via emails, to discuss whether the event is core school business. NOTE: Prior to meeting with the Excellence in Teaching and Learning Leader, the organiser must meet with the Office Manager or Business Manager to calculate the accrual and acquittal of time in lieu, including any costs associated.

Move to step 2 only if your event/activity requiring TiL is approved.

STEP TWO

Time in Lieu **MUST** be applied for and approved by the Principal prior to working the hours. The electronic application form is available by typing doncastersc.vic.edu.au/form in a web browser.

APPROVAL MUST BE SOUGHT PRIOR TO WORKING THE TIL

Once approved/rejected you will receive notification by return email.

STEP THREE

Once the time has been worked (if approved) enter on Edupay with the actual confirmed hours worked. Use the “My Time Tile” –

Instructions as follows;

The screenshot shows a web form titled "Request Details" with a "Submit" button highlighted in a red box. The form is for a "Time in Lieu Request" and includes the following fields and options:

- Confirmation:** A checked checkbox stating "I confirm that I have received prior approval from my Principal for the duties undertaken to be accrued as Time in Lieu."
- Task performed over multiple days?:** A slider set to "Yes".
- Task performed inside the normal span of hours (7am to 6pm M-F)?** A slider set to "Yes".
- *Task performed:** A dropdown menu currently showing "Parent Teacher Meeting". A red arrow points to a secondary dropdown menu that is open, showing options: "After Hours Sports", "Concert", "Excursion", "Other", and "Parent Teacher Meeting".
- *Date worked From:** A date picker set to "19/07/2022".
- *Date worked To:** A date picker set to "20/07/2022".
- Total Hours:** A text input field containing "8.00".
- Accrual Rate:** A text input field containing "100.00".
- Total TIL Hours Accrued:** A text input field containing "8.00".
- Comments (Optional):** A text area containing the text "Two half day parent teacher sessions on non work days".
- Attachment (Optional):** A section stating "You have not added any Attachments." with an "Add Attachment" button.

Indicate if the task was performed over multiple days.

- Use the slider to indicate answer (it defaults to 'No')

For ES staff only - confirm whether the task was performed outside the normal span of hours (7am - 6 pm M-F)

- Use the slider to indicate answer (it defaults to 'Inside')

Enter the dates you worked:

- Enter the required information in the allocated fields

NB: For multiple days you will be asked to put the date range worked and total hours spent on the duties. If you select 'single' day, enter the single date and add the times you worked.

The Accrual rate and Total Hours Accrued will automatically populate. These fields cannot be edited.

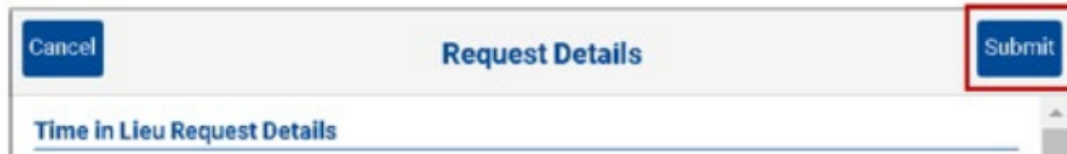
In the comments field, you are encouraged to provide any additional information that may assist the approver when considering this request.

- Enter optional comments

The attachment section is optional, but if you have any evidence to support your request, attach it here.

Review your information and when complete, submit your TIL request

- Click the blue 'submit' button



Review your request


Following submission, you will be provided a summary of your TIL request.

At this point, you can perform one of two tasks until the TIL request is approved:

- Edit - by selecting the pencil icon
- Delete - by selecting the rubbish bin icon

STEP FOUR

Your time in lieu will then be approved by the Principal and a balance should appear in your "Time In Lieu" tile.



Date of Work	Task	TIL Calculated	Start Time	End Time	Total Work Hours	Status	Approval Chain
21/07/2022	Music soiree	1.33	3:00PM	4:20PM	1.33	Approved	Approval Chain

Once the principal has approved your TIL request you will receive the following approval via email.

You may be asked for more information (push back) or your request may be denied, all of which you will be advised via email notification - similar to the following.

STEP FIVE Apply to take Time in Lieu

This is done by navigating to the “My Leave” tile and applying for leave as normal and selecting “Time In Lieu” from the drop down. See below Edupay instructions;

****BEFORE PROCEEDING WITH THIS STEP – IF YOU ARE A TEACHING STAFF MEMBER PLEASE INFORM THE DAILY ORGANISER OF YOUR INTENDED ABSENCE**

Once your principal has approved your Time in Lieu accrual, you can now discuss taking this accrued time off with your principal.

NB: When you have reached an agreement with your principal on when you can take the time off, you need to submit your leave application in eduPay (preferred method). However, if for some reason the leave cannot be entered by the employee, the Business Manager/HR Administrator will enter this absence on behalf of the employee via HR Admin homepage > Manage Leave > Request Leave for Staff (or via absent event page in core).

Navigation: Employee homepage > My Leave > Apply for Leave

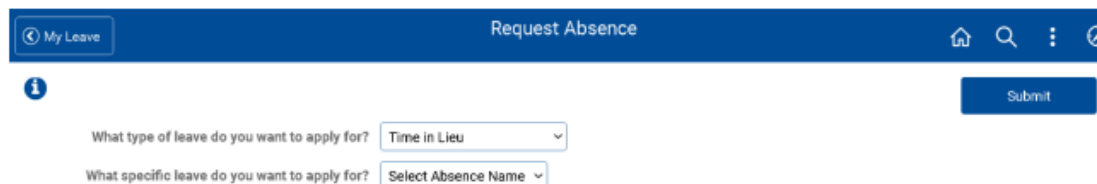
Where it asks, what type of leave you want to apply for:

- Select ‘Time in Lieu’ from the drop down menu.

Where it asks what specific leave you want to apply for:

- Select ‘Time taken in Lieu’ from the drop down menu.

Select the blue ‘submit’ button to complete your application.



The screenshot shows the 'Request Absence' form in the eduPay system. The form has a blue header with 'Request Absence' and navigation icons. Below the header is an information icon and a 'Submit' button. The main form area contains two dropdown menus: 'What type of leave do you want to apply for?' with 'Time in Lieu' selected, and 'What specific leave do you want to apply for?' with 'Select Absence Name' selected.

Further information can be found by referring to the following link;

<https://www2.education.vic.gov.au/pal/industrial-agreements/resources>