

Implementation Guide

Teacher Time in Lieu:
August 2023

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Background

The purpose of this guide is to outline changes in the *Catholic Education Multi-Enterprise Agreement 2022* (the agreement), which replaces the *Victorian Catholic Education Multi-Enterprise Agreement 2018*. The guide has been developed to support schools in managing the introduction of time in lieu (TIL) for teachers. In line with the *Victorian Government Schools Agreement 2022*, the agreement includes TIL for teachers for hours worked in excess of a normal 38-hour week which are required by the principal. The new TIL provisions contained in the agreement apply to teachers, but do not apply to principals and deputy principals. Although the formal TIL provisions do not apply to deputy principals, principals should ensure that they seek to adequately support deputy principals who are required to attend work outside their normal hours of attendance.

Principals should also ensure that they appropriately manage their own workload following attendance at events outside school hours.

The introduction of a TIL process to Victorian Catholic schools brings a significant industrial and cultural shift. The agreement's respondent employers recognise the impact of workload intensification for teachers and a formal TIL process is one step being taken to support them.

This guide is intended to provide clarification and guidance for the planning, accrual and acquittal of teachers' TIL. Principals and school leadership teams can refer to the guide to better understand the nature of the changes, and how they should be applied in their school. This guide contains a number of examples and strategies to assist principals and school leaders with the planning, accrual and acquittal of TIL; however, individual employers will need to determine the appropriate arrangements for their school(s).

Overview and key changes

This guide is designed to assist principals when planning and managing the accrual and acquittal of TIL, consistent with the obligations provided for in the agreement.

The agreement provides that a principal can require a teacher to attend work outside their normal attendance or hours of work where the **attendance is required** and **reasonable notice is provided**. The provision of TIL ensures that teachers are properly recognised for the work they are required to undertake in addition to normal hours of attendance.

A teacher can request not to attend beyond the normal attendance or hours of work where the attendance will unreasonably affect their personal or family commitments. The principal may only refuse the request on reasonable grounds.

The agreement defines a school activity as a structured activity organised by the school, such as a parent–teacher meeting, camp, excursion, concert or parent information session. School activities that attract TIL will be determined by the principal using the school-based consultative arrangements. The TIL provisions do not apply to work or school activities that are not required by a principal.

TIL is to be managed using existing school consultative arrangements, including documentation of the decisions about activities that will attract TIL, the required number of teachers and the estimated TIL to be accrued. The principal must provide written notice to a teacher of the requirement to perform additional duties that sets out the date, time and, whenever possible, the number of hours required for the performance of the additional duties.

There may be occasions where attendance at a school activity is required, but was not planned for as part of the yearly planning arrangements. In this situation, as much notice as possible should be provided to the teacher required to undertake the duties.

There may also be occasions during an activity, event or camp where additional duties are required that are directed by a school leadership team member and will attract TIL which was not planned. In this situation, the additional time required needs to be directed and approved by the leadership team member responsible for the activity or event. It is possible that the approval will occur following the additional time being performed by the staff member.

Only required attendance at school activities in excess of the normal 38-hour week will attract TIL. Part-time teachers performing ad hoc additional hours during the normal school day will continue to be paid in accordance with the part-time teacher additional hourly rate of pay. Directed work performed in excess of the school day by a part-time teacher will attract TIL.

The employers covered by the agreement agreed to record TIL for attendance at camps from the commencement of the 2023 school year, in advance of the agreement taking effect. All other activities that accrue TIL were effective from commencement of the agreement, on 7 August 2023. This guide is intended to enable a common understanding of the principles, features and approach to managing TIL under the agreement, and to support practical implementation in schools.

Workforce planning

Schools will need to plan for the number of hours of TIL required and when they can be acquitted in this first year of implementation and, moving forward, to undertake annual planning in Term 4 in preparation for the following school year. Typical annual tasks for schools include populating the school calendar, curriculum and pedagogical planning, workforce planning, timetable construction, and planning for school improvement initiatives and other key priorities relevant to the school's educational program and community.

Planning activities will include:

- understanding school activities, and the allocation of tasks and duties to teachers
- planning the allocation of teacher duties to individuals to ensure reasonable distribution of work and TIL
- planning each term's calendar and timetable to ensure all required school activities and time allocated for the acquittal of TIL have been accounted for.

Annual planning should follow the school's usual procedures with the consultative committee.

Time in lieu

The agreement introduces a formal TIL process for teachers, designed to recognise required work performed by teachers outside normal school hours.

The agreement provides that the principal can direct a teacher to undertake work and attend a school activity outside the normal hours of attendance (i.e. in excess of the 38 hours or normal hours for a part-time teacher) and, when this occurs, attract TIL. There is no minimum amount of time required for a teacher performing additional duties outside normal hours of attendance to accrue TIL.

The agreement defines a school activity as a structured activity organised by the school, such as a parent–teacher meeting, camp, excursion, concert or parent information session. The school activities that attract TIL will be determined by the principal using the school-based consultative arrangements. The TIL provisions do not apply to work or school activities that are not required by a principal, and do not apply to activities such as planning for classes, lesson preparation and assessments that would normally occur in the 38 hours. Teachers will be informed in advance by the principal of work and activities that are required of them outside their normal working hours.

The timing of the acquittal of the TIL is at the discretion of the principal, having regard to the operational needs of the school. Principals should consider how the acquittal of TIL will occur within their school. There are a number of different ways in which TIL can be acquitted throughout the school year, which include, but are not limited to:

- finishing earlier at the end of the school year rather than on the gazetted end-of-year date approved by the relevant employer
- finishing earlier on the last day of a term, using current student-free days
- enabling a teacher to work less than the required 38 hours in the weeks following TIL being performed
- replacing the teacher with a casual relief teacher or other teaching resource.

As an alternative, the principal and the teacher may agree to payment for TIL remunerated at the teacher's normal rate of pay. TIL accrues from the start of a school year to the end of that school year. Where accrued TIL has not been granted to a teacher by 1 March of the school year following the one in which it was accrued, the principal must grant TIL equivalent to the time owed, commencing immediately, or pay the teacher for the time owed at 150% of the teacher's normal rate of pay.

In the circumstance where a teacher works across multiple schools, each individual school will be responsible for the acquittal of TIL accrued at the school.

When a teacher moves from one school to another during the year, TIL must be acquitted or paid out to the teacher prior to them moving to the new school.

Where a teacher concludes employment and is not transferring to another school, TIL must be provided to the teacher at any time during the notice period prior to the resignation taking effect, subject to the teacher providing the required notice of resignation in accordance with the agreement.

Where a teacher is employed on a fixed-term contract, any accrued TIL needs to be acquitted prior to the conclusion of the contract.

Examples

Time in lieu	Example
Accrual of time in lieu	An example of a school activity that attracts TIL is a school debating competition held in the evening, where the responsible teacher's attendance at the competition is required by the principal in addition to their 38 hours (or normal hours for a part-time teacher) of attendance.
No accrual of time in lieu	An example of a school activity that does not attract TIL is a school debating competition held after student instruction time, but within the 38 hours (or normal hours for a part-time teacher) of attendance from the other required activities component of work. The responsible teacher undertakes this activity during their normal hours of attendance, so does not accrue any TIL.
No accrual of time in lieu	An example of an activity that does not attract TIL may be a chess club conducted by a teacher at their request and agreed to by the principal, although it is not considered a required activity.

Activities

Structured school activities outside the normal hours of attendance, where attendance is required by the principal, will attract TIL. Structured school activities may include, but are not limited to:

- parent–teacher meetings
- excursions
- concerts
- parent information sessions
- after-hours sport
- camps.

Principals can use the [Time-in-Lieu Planner and Tracker](#) on the Catholic Education Commission of Victoria Ltd (CECV) [website](#) to plan the staffing levels for a school activity.

School camps

A school camp is considered an excursion involving at least one night's accommodation, including activities held on school grounds. A school camp is an important curriculum, engagement and wellbeing activity for students, and attracts TIL for any teacher who is required to attend by the principal.

School camps are a 'school activity' and their arrangements regarding TIL form part of the long-term planning determined by the principal through the school consultative process. There are different staffing levels required depending on the type of camp and the activities undertaken. Consideration of these requirements needs to be part of the camp planning process in the context of the accrual of TIL for teachers. Refer to the Time-in-Lieu Planner and Tracker to plan the teaching levels at the beginning of the school year.

Teachers will accrue TIL at school camps where they are required to perform duties that result in their attendance for that week exceeding their normal hours (38 hours for a full-time teacher or normal hours for a part-time teacher).

Teachers who are required by the principal (or appropriate leader) to attend a school camp will accrue TIL at 100% for the time they are performing duties outside ordinary hours, and 50% for the time they are on call and available to perform duties. Where an on-call teacher is required to perform duties, they will receive TIL at 100% for the time on duty.

Teachers who are required by the principal (or appropriate leader) to attend a school camp and are not performing duties will be regarded as being on call and available to perform duties for:

- the overnight period between 11.00 pm and 7.00 am
- those periods outside the overnight period (11.00 pm to 7.00 am) and outside normal hours of attendance, where a teacher is not required to be performing duties.

A teacher who is required to perform duties during the overnight period (11.00 pm to 7.00 am) will be regarded as being on duty and will accrue time in lieu at 100% (instead of 50%) for the time they are required to perform duties.

Any requirement for a teacher to perform duties when they are on call overnight will need to be approved by the principal or the appropriate leader who oversees the camp. The approval can occur following the duty being performed.

The overnight on-call arrangements will be backdated to the commencement of the 2023 school year for all teachers who were required to attend a camp held since the start of 2023 and were required to stay overnight. Schools that have not yet calculated the overnight loading of 50% for all teachers who have attended a camp held during 2023 are required to ensure that this occurs and all teachers are provided with the 50% on-call loading for each overnight period of the camp.

Camps during school holidays

Where a teacher attends a school camp that occurs in whole or in part during a school holiday period, the principal and the teacher should agree on the approach to recognise the teacher's time for that part of the camp falling within the school holiday period. Where the approach is not agreed between the teacher and the principal, the teacher will not attend the camp.

Overseas camps

Schools should plan for overseas camps and discuss appropriate camp arrangements through the consultative committee. Where possible, schools should seek volunteers to attend an overseas camp. The TIL provisions do not apply to work or school activities that are not required by a principal.

Planning for camps

Plan all camps the year before (or as early as possible) to ensure reasonable notice can be provided to teachers who may be required to attend the camp. As part of the long-term planning, the principal should determine the number and category of teachers required (for example, Year 5 classroom teachers or Year 7 homegroup teachers), and the projected TIL accrual and acquittal options.

Through the long-term planning process, schools should determine the camp classification, type of activities, location, staff ratios for both activity time and sleep time, teacher in charge role, supervising teacher role and risk management approach.

To determine the TIL accruals for a school camp, teacher attendance should be organised according to whether a teacher is scheduled for:

- normal hours – TIL does not accrue during this time
- on-duty time – TIL accrues at 100% during this time
- on-call time – TIL accrues at 50% during this time.

Normal hours

Attendance for a full-time teacher each week is generally organised based on three 8-hour attendance days and two 7-hour attendance days (i.e. 38 hours of attendance per week). This is the teacher's normal hours for the purpose of camp planning and does not attract TIL. The attendance at camp should reflect the normal attendance requirements of teachers had they not attended the camp.

On-duty time

If a teacher is required by the principal (or appropriate leader) to attend a school camp outside the 11.00 pm to 7.00 am overnight period, and outside their normal hours of attendance, those hours of attendance will only be regarded as on duty (performing duties) if the teacher either:

- is specifically rostered, allocated or otherwise designated by the principal or the appropriate leader who oversees the camp to be performing duties
- becomes aware of circumstances which require them to act in accordance with their duty of care, and acts in accordance with that duty of care, provided that this time is subsequently recognised by the principal or the appropriate leader who oversees the camp as time when the teacher was performing duties.

If a teacher is on duty for time in excess of 38 hours (or normal hours for a part-time teacher) in a week, the duty attracts 100% TIL for the period the teacher is on duty. A teacher who is required to perform duties during a period when they are on call will be regarded as being on duty for that period.

Examples of teachers being on duty involve evening activities until lights out, such as movies, charades, concerts or dances, and corridor or student checks.

On-call time

Teachers who are required by the principal (or appropriate leader) to attend a school camp and are not performing duties will be regarded as being on call and available to perform duties for:

- the overnight period between 11.00 pm and 7.00 am
- those periods outside the overnight period (11.00 pm to 7.00 am) and outside normal hours of attendance, where a teacher is not required to be performing duties.

If a teacher is on call and not performing duties outside their normal hours of attendance (38 hours for a full-time teacher or normal hours for a part-time teacher) for that week, the period the teacher is on call attracts 50% TIL.

An example of a teacher being on call outside the 11.00 pm to 7.00 am overnight period may occur at night prior to 11.00 pm after all activities have concluded for the day, where the teacher has not been specifically rostered or allocated a duty. In this scenario, the teacher is required to stay at camp to maintain required supervision levels; however, they are not required to perform specific supervision tasks at that time and, therefore, will be considered on call and not performing duties, attracting a 50% loading during this period.

Another example of a teacher being on call and not performing duties may involve a camp where the lights out and sleeping time for students commences prior to 11.00 pm (e.g. school camps for younger students). If teachers are not required to be performing duties prior to 11.00 pm in this scenario, they will be determined to be on call and will attract a 50% loading.

Note: It is critical that a comprehensive record is maintained for all activities performed by teachers on school camps.

Managing time in lieu

There are three phases to effective management of TIL for attendance at school activities for teachers.

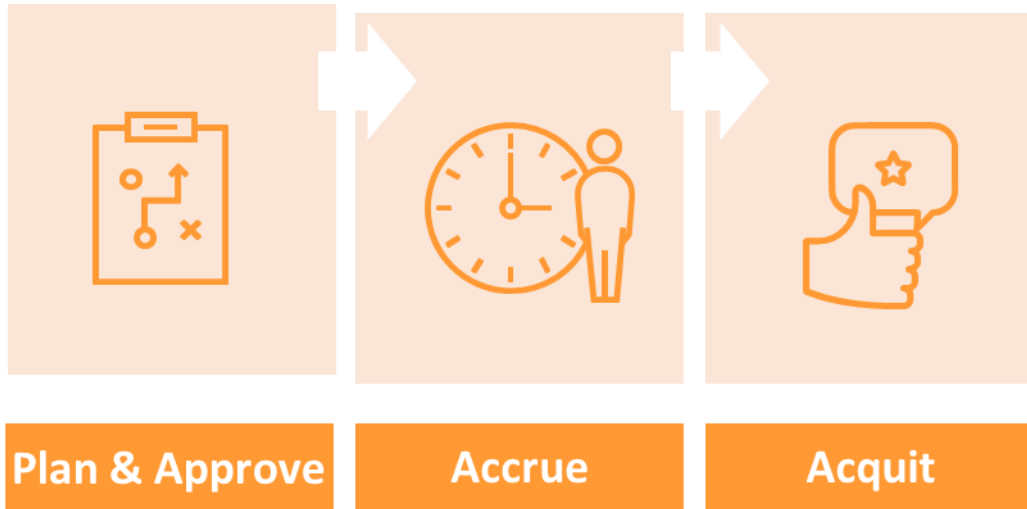


Figure 1. Plan and approve, accrue, acquit model

The TIL process will be managed by the principal or their delegate, e.g. administration assistant, human resources manager, deputy principal or business manager.

Plan and approve

The management of TIL requires planning by schools before the commencement of the school year as part of the annual long-term planning process using the school's local consultative arrangements, and throughout the school year if circumstances change.

There are three steps within the plan and approve phase:



Figure 2. Plan and approve model

Each step is set out in more detail below.

Step 1. Plan activities

- A. The principal and leadership team compile a list of all activities that require attendance or duties which will result in teachers working in excess of their normal hours, for discussion with the consultative committee.
- B. The principal assesses the following for each activity, using the Time-in-Lieu Planner and Tracker:
 - number of teachers required
 - number of TIL hours.

Step 2. Develop and approve time in lieu plan

- C. The principal and leadership team develop a draft annual plan/forecast of school activities that will incur TIL, including the:
 - list of activities
 - hours that will incur TIL for each activity
 - teachers assigned to each activity
 - number of hours per teacher
 - proposed strategies for acquitting TIL (refer to the table under ‘Options’ for suggested strategies).
- D. The principal discusses with the consultative committee the proposed TIL activities, hours and acquittal strategies.

Step 3: Develop acquittal plan

- E. The principal completes detailed acquittal planning, using the Time-in-Lieu Planner and Tracker.

Once planning has been completed, the principal will notify the teachers in writing of the activities/duties they are required to attend, along with the TIL hours and acquittal plan.

Example

Task	Description
A	The principal and leadership team compile a list of activities for the school year that incur TIL, which is then discussed with the consultative committee. It is determined that the art show, among other activities, will require TIL.
B	The principal and leadership team then plan and identify the number of hours and teachers required for each activity, and develop the TIL plan. For the art show, the following is required: <ul style="list-style-type: none"> • three hours TIL • two teachers.
C	Next, the principal assigns teachers Emily Barke and Steve Johnson to the art show, and the Time-in-Lieu Planner and Tracker is updated to reflect the hours. The principal’s suggested acquittal strategy is to acquit their TIL at the end of the school year.

Task	Description
D	The plan is put to the school consultative committee and reviewed, before being approved.
E	The principal or their delegate inputs the specific acquittal time, 15 December, into the tracker.

Accrue

The accrual of TIL occurs when a teacher is directed to attend a school activity that results in their attendance in any week exceeding 38 hours (or normal hours for a part-time teacher). Following the performance of the required duties/activity, confirmation of TIL accrual for the school's records should be provided in accordance with school processes.

The accrual of TIL does not occur when a teacher attends a school activity outside normal hours on a voluntary basis and is not directed by the principal to attend the activity.

The steps required to accrue TIL are:

Step 1. Undertake required activity

- A. The teacher undertakes the required school activity outside their normal hours, in line with the approved TIL notified to them at the beginning of the school year or throughout the course of the year as required.

Step 2. Confirm accrued time

- B. Following completion of the activity, confirmation of TIL accrual for the school's records should be provided in accordance with school processes. Ordinarily, this would be provided by the school leader responsible for the activity.

Step 3. Record accrued time

- C. There may also be occasions during an activity, event or camp where additional duties are required that are directed by a leadership team member and will attract TIL which was not planned. In this situation, the additional time required needs to be directed and approved by the principal or the principal's delegate responsible for the activity or event.
- D. The principal or their delegate confirms the accrued TIL in the school's Time-in-Lieu Planner and Tracker. The principal/administration assistant will maintain a record of each teacher's accrued TIL within the tracker, documenting and managing the following:
 - confirmation of time accrued
 - adjustment of acquittal plan if required.

Example

Task	Description
A	The art show is held and TIL is accrued.
B	The leader responsible for the art show confirms Emily's and Steve's hours worked: three hours for Emily and four hours for Steve.
C	Steve worked an additional hour to what was planned and this was directed by the leader responsible for the art show. The principal therefore approves the additional TIL request submitted, as it was confirmed by the leader of the art show that Steve was required to perform additional duties which represented an extra hour of TIL.
D	The principal or their delegate then updates the Time-in-Lieu Planner and Tracker to reflect the hours worked.

Acquit

Where a teacher has accrued TIL, it is to be acquitted at a time that causes the least disruption to the educational program of the school. It is critical that schools plan acquittal times in advance, using a combination of strategies, and adhere to the parameters outlined in the agreement (included in this guide as the conditions listed below).

Where possible, TIL should first be acquitted at the end of the school year to cause the least disruption to the school's educational program. A number of strategies to acquit TIL have been provided in the table below. Note that this is not an exhaustive list, and schools may use other methods that are agreed upon by the principal and consultative committee.

There are a number of conditions attached to acquittal of TIL, including:

- TIL should be acquitted by the end of the school year in which it is accrued.
- TIL acquitted throughout the school year must only be allocated against the eight-hour component of the 30 + 8 model (of the 38-hour week, normal hours for part-time teachers), unless a school decides to replace the teacher's scheduled class time and the teacher is not required to attend for work during this period.
- The acquittal of TIL will be at times determined by the principal, considering the preferences of the teacher and causing the least disruption to the educational program of the school. Consideration should also be given to busier or peak periods for teachers throughout a term or semester to determine if TIL accrued can be acquitted at these times to support the management of teacher workload. For example, this may include providing TIL following parent-teacher meetings.
- TIL should be acquitted during the school term where the teacher does not need to be on site at the workplace and is not required to undertake duties.
- Unless otherwise agreed, where the TIL is not acquitted by 1 March of the following school year, accrued TIL must be granted immediately or payment made for the time owed at 150% of the teacher's normal hourly rate of pay.

Options

Option	Description
1	Acquittal at the end of the school year before the end of the gazetted school year. Specific end-of-year date to be determined by individual employers.
2	Acquittal during the school year. Strategies to acquit TIL include: <ol style="list-style-type: none"> using the available day(s) from the reduction in professional practice time. (Professional practice time is reduced to two days in 2023 and one day in 2024) reducing the number of meetings per week (in the 'other' activities of the 30 + 8 model) from two 1-hour meetings to one 1-hour meeting where appropriate. (For example, reduce meetings in weeks 3–8 of Term 2) using a late start/early finish where appropriate for the school day reviewing the annual school calendar to ensure best use of student-free days and to acquit TIL (including days next to public holidays where appropriate) accruing time in advance during the school year through adjustments to attendance hours to offset TIL using available time from the eight hours within the 'other' component of the 30 + 8 model.
3	Payment at the normal rate agreed by the principal and teacher.
4	Acquittal with replacement – engagement of a casual relief teacher or use of internal resources to enable the release of the teacher when replacement is required.
5	Any combination of the above or as agreed upon between the principal and teacher.

The steps required to manage acquittal include:

Step 1. Confirm acquittal option and date

- Following confirmation of accrued TIL, the principal or their delegate provides confirmation of the acquittal option and date(s) to the teacher.
- The confirmed acquittal option and date(s) are recorded in the Time-in-Lieu Planner and Tracker.
- The teacher's schedule is updated to reflect the confirmed TIL acquittal date and hours.

Step 2. Complete acquittal

- The teacher completes acquittal of their TIL on the appointed date.
- Where extenuating circumstances prevent the completion of acquittal on the confirmed date, the teacher will be provided with a revised date. Examples of extenuating circumstances include illness or unforeseen changes in school staffing requirements.

Step 3. Record completion of acquittal in tracker

- F. Following completion of acquittal, the leader or teacher responsible for the activity will confirm the TIL accrued by teachers and provide that confirmation to the principal or their delegate.
- G. The Time-in-Lieu Planner and Tracker must be updated to confirm acquittal has occurred.
- H. Ongoing management of acquittal is then undertaken to ensure all accrued TIL is acquitted accordingly.

Example

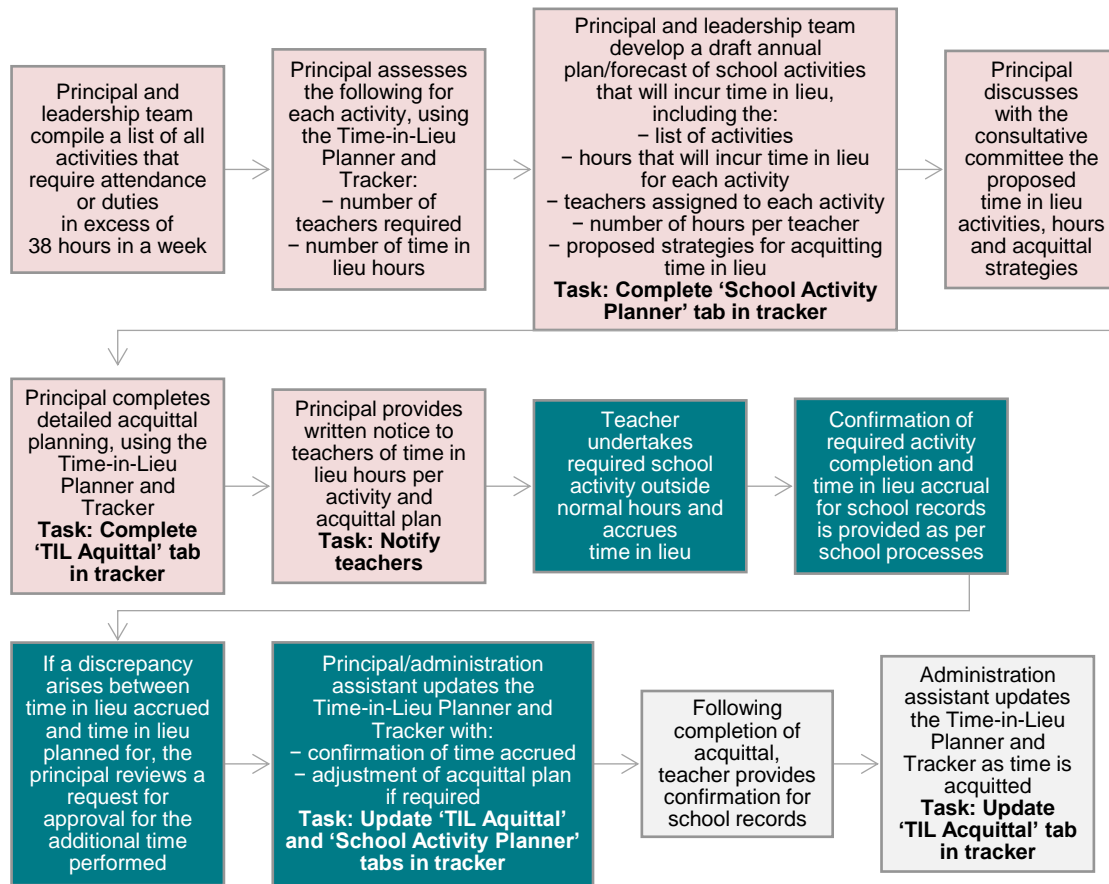
The following roster is an example of an adjustment to Emily’s attendance hours to enable the accrual of time in advance throughout the school year to offset TIL.

Monday	Tuesday	Wednesday	Thursday	Friday	Total
Weeks 1 and 2					
8.30 am – 3.30 pm	8.30 am – 3.30 pm	8.30 am – 4.30 pm	8.30 am – 4.30 pm	8.30 am – 4.30 pm	
7	7	8	8	8	38 hours
Weeks 3 to 5					
8.30 am – 3.30 pm	8.30 am – 3.30 pm	8.30 am – 4.00 pm	8.30 am – 4.30 pm	8.30 am – 4.00 pm	
7	7	7.5	8	7.5	37 hours

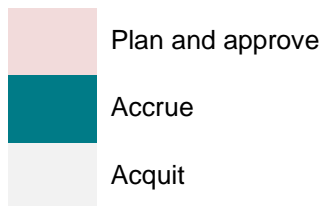
Emily has adjusted her attendance hours as above for weeks 3–5 of Term 2; therefore, she has accrued sufficient time for her TIL acquired from the art show to be acquitted.

Time in lieu process summary

The chart below shows the end-to-end process, including a breakdown of each phase.



Legend



Examples/scenarios

Example	Accrual of time in lieu	No accrual of time in lieu
<p>School concert/ performing arts production</p> <p>A school concert is scheduled for 6.00–8.30 pm.</p> <p>Students attend from 5.30 pm.</p>	<p>Four teachers and the music coordinator are required to attend from 5.30 to 9.00 pm. If the 3.5 hours, or part of these hours, result in teachers' attendance in that week exceeding 38 hours for full-time teachers (or normal hours for part-time teachers), then those hours will accrue TIL.</p>	<p>Only four teachers and the music coordinator are required to attend the concert to ensure that it runs appropriately; however, other teachers would like to attend to watch the students' performance. There is no requirement for these teachers to attend and the principal has not requested their attendance. The teachers are not required to perform any duties; however, they would still like to attend the event.</p> <p>These teachers will not accrue TIL as it is not a requirement to attend and they are not required to perform duties.</p>
<p>Debating competition</p> <p>A debating competition is scheduled for 7.00–9.00 pm.</p> <p>Students attend from 6.30 pm to prepare for the debate.</p> <p>Pack-up is from 9.00 to 9.30 pm.</p>	<p>One teacher is required to attend from 6.30 to 9.30 pm. If the three hours, or part of these hours, result in the teacher's attendance in that week exceeding 38 hours for a full-time teacher (or normal hours for a part-time teacher), then those hours will accrue TIL.</p>	<p>Only one teacher is required to attend the competition. Two other teachers choose to attend from 7.00 to 9.00 pm. The principal has not requested or required their attendance. The teachers are not required to perform any duties; however, they would still like to attend the event.</p> <p>For teachers not required to attend, there is no TIL.</p>
<p>Twilight school sports</p> <p>A sporting event is scheduled for 4.00–6.00 pm.</p> <p>Set-up occurs from 3.30 to 4.00 pm and pack-up from 6.00 to 6.30 pm.</p>	<p>The Physical Education teacher and five additional teachers are required to attend the event, including set-up and pack-up. If the three hours, or part of these hours, result in teachers' attendance in that week exceeding 38 hours for full-time teachers (or normal hours for part-time teachers), then those hours will accrue TIL.</p>	
<p>Before/after-school sports training</p> <p>Compulsory training for various sports before and after school, e.g. tennis training for one hour twice a week from 4.00 to 5.00 pm.</p>	<p>Teachers are required to attend for two hours in total. If the two hours, or part of these hours, result in teachers' attendance in that week exceeding 38 hours for full-time teachers (or normal hours for part-time teachers), then those hours will accrue TIL.</p>	<p>Teachers obtain permission to conduct additional training sessions in their own time. Training sessions are permitted to occur by the principal, but are not required; therefore, there is no TIL.</p>

Example	Accrual of time in lieu	No accrual of time in lieu
<p>Choir practice</p> <p>A teacher proposes conducting a student choir practice from 4.30 to 5.30 pm two days per week.</p> <p>The principal agrees to the proposal on the basis that the practice is conducted by the teacher in their own time, as it is not required or directed by the principal. The teacher consults with the relevant parents.</p>	<p>No TIL is accrued.</p>	<p>All time associated with this activity is in the teacher's own time.</p>
<p>Parent–teacher interviews</p> <p>Parent–teacher interviews are held on a Wednesday from 3.30 to 6.30 pm.</p>	<p>Teachers are required to attend from 3.30 to 6.30 pm, which would result in two hours in excess of 38 hours of duty in the week (or normal hours for a part-time teacher). If teacher attendance during that week is not adjusted, then those two hours will accrue TIL.</p>	<p>Teachers are required to attend from 3.30 to 6.30 pm on Wednesday; therefore, the period from 4.30 to 6.30 pm would result in two hours in excess of 38 hours of duty in that week. Teacher attendance is adjusted, as the following school day commences at 10.30 am instead of 8.30 am. The two-hour adjustment ensures attendance of teachers does not exceed 38 hours per week (or normal hours for a part-time teacher). No additional TIL is accrued.</p>
<p>Year level coordinator meeting</p> <p>A year level coordinator meets with parents, but they are not available until 6.00 pm due to work commitments.</p>	<p>The year level coordinator attends the meeting, which occurs from 6.00 to 7.00 pm. If this hour, or part of it, results in duties undertaken for more than 38 hours in the week (or normal hours for a part-time teacher), then it will accrue TIL.</p>	<p>The year level coordinator is provided 10 hours of release as part of their position of leadership. This time release can be used to acquit the TIL accrued by attending the meeting. The year level coordinator will not be required to be in attendance at school during the period when TIL is being acquitted.</p>

Example	Accrual of time in lieu	No accrual of time in lieu
Meet the parents BBQ	Teachers are required to attend from 3.30 to 6.30 pm. The school normally holds a meeting from 3.30 to 4.30 pm, which would be cancelled that week. If the additional two hours, or part of these hours, result in teachers' attendance in that week exceeding 38 hours for full-time teachers (or normal hours for part-time teachers), then those hours will accrue TIL.	Teachers' attendance is adjusted by cancelling an after-school meeting of one hour in length in the two weeks preceding the event. Therefore, teachers have accrued two hours of TIL in advance. The school also cancels an after-school meeting of one hour in the week of the BBQ. The school has provided the teachers three hours of TIL and, therefore, no further TIL is accrued for this event.
School open day An open day is held on a Saturday from 9.00 am to 1.00 pm.	Teachers are required to attend for two-hour blocks, either from 9.00 to 11.00 am or from 11.00 am to 1.00 pm. If the additional two hours, or part of these hours, result in teachers' attendance in that week exceeding 38 hours for a full-time teacher (or normal hours for a part-time teacher), then those hours will accrue TIL.	
Awards night An awards night is scheduled for each year level and is one hour in duration. Teachers are required to be present for 30 minutes before and after the event.	Teachers are required to attend for two hours in total. If the additional two hours, or part of these hours, result in teachers' attendance in that week exceeding 38 hours for a full-time teacher (or normal hours for a part-time teacher), then those hours will accrue TIL.	

Plan and approve, accrue, acquit examples/scenarios

The five examples set out below are specifically designed to demonstrate a range of options for planning for the accrual and acquittal of TIL. They are not meant to be exhaustive and it is acknowledged that every school has particular circumstances that will need to be considered when planning for activities. It should also be noted that, for the examples, it has been assumed that teachers work a 38-hour week. Teachers who work less than 38 hours in a week will need to have their TIL calculated using their normal hours of work.

Other major activities such as sporting or athletic events that require extended day commitments, but do not result in an overnight stay, can be calculated using the plan and approve, accrue and acquit model.

For all activities, early planning is essential to allow sufficient time for teachers to be informed of commitments and how additional hours beyond their normal working hours in a week will be managed to provide appropriate TIL.

Example 1: Primary school end-of-year concert

Primary School A holds a concert for parents at the conclusion of each school year. This concert is a school activity that requires the attendance of all teachers. The concert is held immediately after the school day from 3.30 to 5.00 pm during week 9 of Term 4.

Plan and approve

- The concert is considered part of the long-term planning activities of the school consultative committee.
- The school's annual planning process:
 - identifies the duties required to deliver the concert and the number of hours required to perform those duties
 - identifies that the participation of all teachers is required
 - considers what work can be performed within the normal hours of work (38 hours per week or normal hours for a part-time teacher) and what can only be performed outside those hours
 - develops a plan for the accrual and acquittal of TIL for this activity for consideration by the consultative committee, provided that the principal genuinely considers the wishes of individual teachers in relation to acquittal.
- The consultative committee recommends this plan to the principal for approval.
- The principal approves a plan for the accrual and acquittal of TIL where teachers are not required to work beyond their normal hours of work (38 hours per week or normal hours for a part-time teacher). The plan provides that:
 - face-to-face teaching time will be allocated for student rehearsals within the curriculum program of the school for Term 4
 - no rehearsals will be held outside the student attendance time
 - teachers with responsibility for the organisation of the concert will be allocated an organisational duty, including a time allowance to allow them to complete work within the 38 hours (or normal hours for a part-time teacher)
 - attendance times will be adjusted during the week of the concert by reducing the number or duration of meetings to offset the additional attendance time on the day of the concert.

Accrue

- The approved plan will not require teachers to perform work outside their 38 hours per week (or normal hours for a part-time teacher).
- No TIL is accrued as there has been no requirement to perform duties in excess of 38 hours per week (or normal hours for a part-time teacher).
- No TIL is accrued for teachers with responsibility for organisation of the concert as they have been allocated a time allowance to complete this task.

Acquit

If the work can be completed within the 38-hour week (or normal hours for a part-time teacher), no TIL is accrued and no acquittal is required.

Example 2: Secondary school camp over three days

A small metropolitan secondary school hosts a three-day camp (Monday–Wednesday) for 40 Year 7 students in February at a regional camp site. The camp site requires two teachers to provide additional supervision and coordination of activities during the day.

Plan and approve Using the school’s consultative arrangements, the principal determines that:

- the camp requires the attendance of two teachers
- the required duties will involve work exceeding the normal hours (38 hours for full-time teachers or normal hours for part-time teachers)
- both teachers will be on call overnight on day 1 and day 2.

Accrue

- Each teacher will be required to perform six hours of duty in addition to the normal hours of attendance on day 1 and day 2, and two additional hours on day 3. This TIL will accrue at 100%, totalling 14 hours TIL per teacher.
- Each teacher will be on call for the period between 10.00 pm and 7.00 am for both nights. This TIL will accrue at 50%, totalling nine hours TIL for each teacher on call.

Acquit The acquittal of TIL is determined by the principal with the objective of causing minimal disruption to the educational program of the school. In this case, the principal, after consultation with teachers, determines that the accrued TIL will be acquitted as follows:

Teacher	
9.0 hours	Teachers not required to attend the two hours of meetings and additional hour of attendance or required duties each week for three weeks – no replacement cost
8.0 hours	One less hour per week of attendance or required duties for eight weeks at either the start or the end of the school day for teachers, coming from the non-learning and teaching time (i.e. the eight-hour component of work) – no replacement cost
6.0 hours	Agreement for payment at 100% of normal rate, engagement of casual relief teacher or use of internal resources such as extras
23.0 hours	

Example 3: Primary school camp over three days

A primary school hosts a three-day camp (Wednesday–Friday) for 60 Year 5/6 students in March at a regional camp site.

- Plan and approve** Using the school's consultative arrangements, the principal determines that:
- the camp requires the attendance of four teachers
 - the required duties will involve work exceeding the normal hours (38 hours for full-time teachers or normal hours for part-time teachers)
 - all teachers will be on call overnight on day 1 and day 2.

- Accrue**
- Each teacher will be required to perform 5.5 hours of duty in addition to the normal hours of attendance on day 1 and day 2, and two additional hours on day 3. This TIL will accrue at 100%, totalling 13 hours TIL per teacher.
 - Teachers will be on call for both nights from 11.00 pm to 7.00 am. This TIL will accrue at 50%, totalling eight hours TIL for each teacher.

Acquit The acquittal of TIL is determined by the principal with the objectives of genuinely considering the wishes of individual teachers and causing minimal disruption to the educational program of the school. In this case, the principal, after consultation with teachers, determines that the accrued TIL will be acquitted as follows:

Teacher

1.4 hours	Not required to attend for duty following camp after 2.00 pm (i.e. acquitted from the eight-hour component of work) – no replacement cost
4.0 hours	Teachers not required to attend the two hours of meetings for two weeks – no replacement cost
8.0 hours	One less hour per week of attendance or required duties for up to eight weeks at either the start or the end of the school day for teachers, coming from the non-learning and teaching time (i.e. the eight-hour component of work) – no replacement cost
7.6 hours	Teachers are provided a full day of TIL at the end of the school year prior to the gazetted end-of-year date

21.0 hours

Example 4: Primary school camp over three days

A primary school hosts a three-day camp (Wednesday–Friday) for 15 students in March at a regional camp site.

Plan and approve Using the school’s consultative arrangements, the principal determines that:

- the camp requires the attendance of three teachers
- the required duties will involve work exceeding the normal hours (38 hours for full-time teachers or normal hours for part-time teachers)
- all teachers will be on call overnight on day 1 and day 2.

Accrue

- Each teacher will be required to perform six hours of duty in addition to the normal hours of attendance on day 1 and day 2, and two additional hours on day 3. This TIL will accrue at 100%, totalling 14 hours TIL per teacher.
- All teachers will be on call for both nights from 11.00 pm to 7.00 am. This TIL will accrue at 50%, totalling eight hours TIL for each teacher.

Acquit The acquittal of TIL is determined by the principal with the objectives of genuinely considering the wishes of individual teachers and causing minimal disruption to the educational program of the school. In this case, the principal, after consultation with teachers, determines that the accrued TIL will be acquitted as follows:

Teacher

1.8 hours	Not required to attend for duty following camp after 1.40 pm – no replacement cost
5.0 hours	Teachers not required to attend the two hours of meetings for two weeks, as well as the additional hour of attendance or required duties for one week – no replacement cost
15.2 hours	Teachers are provided two full days of TIL at the end of the school year prior to the gazetted end-of-year date

22.0 hours

Example 5: Secondary school performance over three nights

Secondary School B holds a production in the last week of Term 3 each year. The performance is a school activity that involves organisation and rehearsals. A teacher is appointed the production manager as an organisational duty and is provided with a time allowance of two 48-minute periods per week to complete their duties related to the performance. Rehearsals occur in every week of Term 3 leading up to the performance, which is held on three evenings from 7.00 to 9.00 pm and requires the attendance of six teachers. Students are required to attend from 6.30 pm for warm-ups and run-throughs prior to the start of the performance. They are dismissed at the end of the performance, and it takes an hour to pack up and lock up the venue.

Plan and approve

- The performance is considered part of the long-term planning activities of the school consultative committee.
- The school consultative committee:
 - identifies the duties required to deliver the production and the number of hours required to perform those duties
 - identifies that the participation of two teachers is required for the rehearsals during Term 3 and six teachers are required on each night of the performance
 - considers what work can be performed within the normal hours of work (38 hours per week or normal hours for a part-time teacher) and what can only be performed outside those hours
 - develops a plan for the accrual and acquittal of TIL for this activity
 - recommends this plan to the principal for approval.
- The principal approves a plan for the accrual and acquittal of TIL where teachers are required to work beyond their normal hours of work (38 hours per week or normal hours for a part-time teacher). The plan provides that:
 - the production manager will be allocated an organisational duty and two 48-minute periods of time allowance per week to complete the duties required to organise the performance
 - the production manager and another teacher will conduct rehearsals each week during Term 3 and will have their attendance arrangements changed by not having to attend meetings each week to allow for two hours of rehearsal
 - the production manager and another teacher will be released from duty for two full days in week 9 of the term to conduct full-day rehearsals with students and will be replaced with casual relief teachers
 - six teachers will accrue TIL from 4.30 to 10.00 pm (5.5 hours) for the three nights of the performance.

Accrue

The approved plan provides sufficient time during the school year to accommodate the work required for the organisation of the concert. The principal and teachers agree that the granting of two periods time release per week throughout the school year is sufficient to recognise the work performed in organising the concert.

Acquit

The acquittal of TIL is approved by the principal with the objectives of genuinely considering the wishes of individual teachers and causing minimal disruption to the educational program of the school. In this case, the principal, after consultation with teachers, approves that the accrued TIL will be acquitted as follows:

Teacher

8.0 hours	One less hour per week of attendance or required duties for eight weeks at either the start or the end of the school day for teachers, coming from the non-learning and teaching time (i.e. the eight-hour component of work) – no replacement cost
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8.5 hours	Agreement for payment at 100% of normal rate, engagement of casual relief teacher or use of internal resources such as extras
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16.5 hours