



## Time in Lieu Policy

This Time in Lieu policy applies to all Employees of the business

The objective of the policy is to ensure appropriate tracking and implementation of time in lieu for employees.

The requirement is for all staff to comply with Time in Lieu Policy.

Procedures (not required)

## Purpose

The purpose of this Time in Lieu (TIL) policy is to provide guidelines for employees who work additional hours and to address the inclusion of overseas travel time as part of TIL calculations. This policy aims to ensure that employees are fairly compensated for their extra efforts and time spent on work-related overseas trips.

## Definitions

**Additional Hours:** Any time worked by an employee beyond their regular working hours or scheduled work shift.

**Overseas Travel Time:** The time spent traveling to and from overseas work-related assignments, including time spent in transit, waiting, and layovers.

## Accrual of TIL

**Additional Hours:** Employees are typically not expected to work more than the 38 hours per week, however on occasions due to events and busy periods throughout the year employees may be required to work more than the usual weekly hours. Where these additional hours are approved by the CEO, the employee will be entitled to TIL for the additional hours. Employee who worked 2 overtime hours is entitled to 2 hours' time off. The employee will be required to apply for the TIL by requesting leave.

**Time off in Lieu must be taken:**

- (a) within the period of 6 months after the additional hours are worked; and
- (b) at a time or times within that period of 6 months agreed by the employee and employer.

**Overseas Travel Time:** Overseas travel time will be treated as follows:

- **In-Flight Time:** Time spent on an airplane during overseas travel will be counted as TIL hours.
- **Layovers:** Only layover time exceeding four hours will be considered for TIL accrual.
- **Transit:** Time spent in transit (e.g., waiting at airports) exceeding four hours will be considered for TIL accrual.

## Maximum Accrual

The maximum TIL balance an employee can accrue is 40 hours. Employees will need to utilise TIL and book time off to ensure accruals do not exceed the maximum.

## Utilisation of TIL

Employees can utilise their accrued TIL hours for the following purposes:

- Taking time off from work with the approval of CEO.
- As per the company's discretion, using TIL hours for personal or family emergencies.

## Approval and Request Process

Employees must request the use of TIL hours in advance by adhering to the leave application process:

- Employees should check their Aussiepays Portal to ensure that they have enough TIL accrued prior to applying for the leave.
- Employees should check the shared staff annual leave calendar to ensure no other staff have approved leave during the same period (no more than one employee should be away at any one time excluding the Christmas Shutdown period)
- Submit your TIL form to the CEO for review and approval
- Once leave is approved it will be added to the staff calendar

## Carryover and Payout

TIL hours not used within 12 months will be forfeited unless otherwise determined by company policy.

Upon termination of employment, employees will not receive a payout for unused TIL hours.

CEO is responsible for communicating the TIL Policy to all persons working for or on behalf of the organisation and making it available to interested parties.