

TIME IN LIEU POLICY

Policy Aim

The Committee of Management of ME/CFS Australia (Victoria) places great importance on providing a quality service at all times. The staff of ME/CFS Australia (Victoria) is vital for this process.

Policy Objectives

The specific objectives of the Committee of Management and this policy are to:

- Ensure staff are aware of flexible working opportunities.

Implementation

This policy has been developed for paid staff of ME/CFS Australia (Victoria):

1. All time in lieu must be agreed to prior to the working of extra hours. All overtime worked must receive the prior approval of the CEO.
2. Time in lieu worked must be recorded on time in lieu personnel sheets for each pay period, signed by the Finance Manager or CEO.
3. The maximum number of hours of time in lieu that may be accumulated will not be more than the number of ordinary hours in the employee's working week.
4. Time in lieu will be taken at a mutually agreed time, within three (3) months of the time that the overtime was worked.
5. The following rates shall apply, in accordance with any relevant legislation:
 - (i) In excess of a number of hours fixed as a day's, a week's or a fortnight's work as the case may be – time and a half for the first two hours and double time thereafter,
 - (ii) Outside a spread of twelve hours from commencement of the last previous rostered period of duty – double time
 - (iii) Overtime worked on weekends shall be accrued at double time.

Responsibility

The Committee of Management as a whole is responsible for ensuring the policy objectives are achieved although it may delegate particular duties to its members.

The CEO will be responsible for ensuring that all staff, including volunteers, comply at all times with Government legislation and this policy.

Policy Endorsement Date: 25th November 2008

Review Date: November 2010