



Operational Policies

3.14 Time in Lieu Policy

Classification: Human Resources
Applies to: All Staff
Approved by: General Manager

Date: February 2022
Review Date: February 2024

Purpose:

- To ensure all employees understand how time in lieu works for hours above their normal employment agreement.
- To ensure employees are not expected to work beyond their rostered hours.
- To ensure time in lieu compensation for those duties that unavoidably fall outside of normal work hours.

References:

- Ministry of Business, Innovation and Employment (MBIE);
- Kindergarten Teachers Collective Agreement (KTCA).

Definition:

- Kaitiaki Kindergartens Association – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Kindergartens and Early Learning Centres – are referred to as services
- Professional Development – PD

Policy

1. All staff of The Association will receive an employment agreement that includes information on eligibility for time in lieu compensation, either through their individual employment agreement or KTCA.
 2. All staff may apply for time in lieu for the following reasons, when they occur outside of their usual hours of work (i.e. weekends or evenings)
 - a. Attending association approved PD
 - b. Attending Individual Education Plan (IEP) meetings
 - c. Attending Kahui Ako meetings
 - d. Other, as approved by their Professional Practice Leader or General Manager
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Kaitiaki Kindergartens

3. Such time in lieu will be calculated according to the length of the PD and the travel time taken to attend.
4. Kindergarten Teachers may apply to take their time in lieu during the Professional Week (usually the second week of term break). They should coordinate with their Service Leader to ensure that they are still available for any planned PD or team set up days.
5. Early Learning Centre Teachers may apply to take their time in lieu as per their usual leave application process.
6. Time in lieu must be taken within the calendar year that it has been accrued.

Procedures

1. If an employee wishes to apply for time in lieu, they must discuss this with their service leader to establish if they are entitled to do so.
2. They will then complete the time in lieu section of the leave application form and have their service leader approve it before sending it to their Professional Practice Leader (PPL) for authorisation.

Signed:

General Manager

Date:

17/8/22

Endorsed by

Signed:

President of the Board

Date:

17/8/22