



# Time in Lieu for Support Staff

| <b>HR Policy Document Record</b> |                          |
|----------------------------------|--------------------------|
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| Notes                            | No content change        |

## TIME IN LIEU FOR SUPPORT STAFF

### 1. **INTRODUCTION**

1.1 Provision exists in certain circumstances for Time in Lieu to be granted within the Institute.

### 2. **PURPOSE**

2.1 The purpose of this policy is to ensure that:

2.1.1 All managers and staff have an understanding of the use of 'Time in Lieu' arrangements in the Institute.

2.1.2 All managers and staff are aware of the procedures for the approval for 'Time in Lieu' and monitoring of such arrangements.

2.1.3 All staff are treated consistently.

### 3. **SCOPE**

3.1 Time in Lieu may be approved by managers for all staff in the Institute who would normally, under their existing terms and conditions of employment, be paid for working overtime. While Time in Lieu is current policy and should remain the norm, a **combination of time in lieu and overtime** may be more appropriate where a College/Directorate has the budget to pay for overtime.

### 4. **GENERAL PRINCIPLES**

4.1 A combination of time in lieu and overtime may apply in the following areas on the basis that it is impractical to operate Time in Lieu due to a shortage of staff and increased levels of work on a day to day basis during peak period of activities:

- (i) Examinations during peak periods i.e. Semester I Exams (2 weeks), Semester I Module Boards (1 week); Semester II Exams (2 weeks), Semester II Module Boards (1 week) Progression and Award Boards (1 week), Repeat Exams for Semester I and II (2 weeks), Exam Supplement Boards (1 week);
- (ii) Graduation Days;
- (iii) During the Registrations cycle in the Colleges and in the Student Services Centres.

4.2 In circumstances where overtime is approved, the staff member must take a 30 minute break at the end of their normal working hours (or rostered hours) in advance of commencing overtime.

4.3 Time in Lieu will be granted as follows:

4.3.1 On a 'flat rate' (i.e. time for time basis) except for Public Holidays and Sundays where Time in Lieu will be granted on a 'flat rate plus one-half rate (i.e. time for time plus half basis) \*.

4.3.2 General Operative staff required to work between the hours of 7-8 am will be granted Time in Lieu on a double time basis.

4.4 Time in Lieu should only be approved on the basis that the staff member is required to be in attendance outside of normal working hours (or rostered hours).

4.5 Time in Lieu should be recorded in Core.

- 4.6 Time in Lieu should not commence before 5.00 pm with the exception of General Operative staff having regard to their rostered hours.
- 4.7 Time in Lieu may commence immediately after the staff member has signed out in Core in respect of their normal working hours (or rostered hours). For example, administrative staff may sign out and 5.00 pm in respect of their normal working hours and sign back in at 5.01 and commence Time in Lieu.
- 4.8 A staff member cannot benefit from both Flexi-time and Time in Lieu. If this situation arises, the manager must ensure the staff member's Flexi-time balance is adjusted. HR is available to assist if necessary.
- 4.9 In accordance with the Organisation of Working Time Act 1997, an individual is entitled to rest breaks as follows:
- 15 minutes where up to 4.5 hours have been worked;
  - 30 minutes where up to 6 hours have been worked which may include the first break.
- 4.10 Time in Lieu should normally be taken outside of term time \*.
- 4.11 Time in Lieu should not be approved at periods where a section is particularly busy e.g. commencement of the academic year, examination or registration periods etc \*.
- 4.12 Time in Lieu should normally be taken by the following 31<sup>st</sup> August of the required attendance outside normal working hours otherwise it may be forfeited \*.
- 4.13 Staff on 'Flexi-time' are currently allowed a credit variation of 8.5 hours in any flexi period (4 hours for job-sharers). Under no circumstances should 'Time in Lieu' be approved for 'lapsed' hours i.e. hours over and above the allowed credit variation.

\* Particular arrangements are in place for Time in Lieu for staff working in the International Office when required to **travel overseas** on behalf of the Institute. Staff in this function should familiarise themselves with the *"Time in Lieu Procedures for Overseas Travel"*.

## 5. **APPROVAL PROCEDURE**

- 5.1 Overtime and/or Time in Lieu must be approved in advance by a manager by using the Time in Lieu Claim Form which is available at: <http://www.dit.ie/hr/hrpoliciesproceduresguidelinesatoz/> \*
- 5.2 For audit purposes, managers must ensure that Time in Lieu is recorded in Core for all staff in their area.

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## 6. **QUERIES**

Contact: Resourcing & Benefits Manager  
E-Mail: [hr@dit.ie](mailto:hr@dit.ie)

This policy is subject to operational review.