

5.25	ADDITIONAL (TO ROSTERED) HOURS WORKED / TIL
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Applies to: All Staff	Version: 1
Specific responsibility: HECIS Co-Ordinator	Date approved: 18/03/25
	Next review date: Jan 2026

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	<ul style="list-style-type: none">• Educational Services (Teachers) Award• Children's Services Award• Clerks – Private Sector Award 2010• Social, Community, Home Care & Disability Services Industry Award (SCHCADS)• Health Professionals and Support Services Award 2010
Contractual obligations	

POLICY STATEMENT

The **HECIS Co-Ordinator** is delegated to be a supervisor of staff for this policy for all Staff other than HECIS CoOrdinator.

The **HECIS Management Committee** is to approve all TIL applications for the HECIS CoOrdinator.

The purpose of this policy is to ensure that:

- All supervisors and staff are aware of the procedures for any additional (to rostered) hours worked
- All staff are treated consistently

HECIS acknowledges that time to time employees may be required to work longer hours or vary their usual working hours to accommodate a pressing work issue, attend meetings, to represent the service or to otherwise manage their caseload in order to maintain a quality service, outside of their usual working hours.

TIL (Time in Lieu) options for additional hours worked are generally not available to Staff and will only be approved by the HECIS CoOrdinator in extenuating circumstances.

The HECIS CoOrdinator will approve only with a formal plan for expending accrual in a reasonable timeframe.

Additional hours worked (with approval) will be paid at the applicable payrate in the next pay cycle.

PROCEDURES

- **Prior Approval for workhours in addition to rostered hours**
All Staff must obtain prior approval from HECIS CoOrdinator for all work hours in addition to rostered hours
HECIS CoOrdinator will record (with signature) approval on the applicable staff 'Sign on Register' page.
- **Payroll procedures**
 - Approved Additional hours worked are to be paid at usual payrate in the next payroll payment cycle
- **TIL Management**
 - The HECIS CoOrdinator will review/manage any approvals for TIL approvals to ensure it is expended in a timely manner that does not impact on the operational needs of HECIS.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Annual leave/long service leave application form

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1		HECIS Co-Ordinator	
2		HECIS Co-Ordinator	
3		HECIS CoOrdinator	
4		HECIS CoOrdinator	

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