

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1 Policy objective

To set out guidelines for the accrual and taking of time-in-lieu for work performed by employees in excess of their normal hours.

2 Related legislation

The Local Government (State) Award states:

Where there is prior agreement between the Council and the employee, an employee directed to work in excess of ordinary hours may elect either to be paid the appropriate overtime rate or be granted time-in-lieu equivalent to the actual hours worked.

3 Definitions

Not applicable

4 Policy statement

4.1 Overtime by direction of Council

Where an employee is directed to work overtime, the employee can choose to be paid overtime rates for that work or to receive time-in-lieu equivalent to the actual overtime hours worked.

Accrued time in lieu is not to exceed one (1) week.

4.2 Employee request for overtime

If an employee wishes to work overtime and that overtime work is approved by their Manager, then that employee will be entitled to receive time-in-lieu equivalent to the actual hours worked as long as their accrued time in lieu balance does not exceed one (1) week.

All such overtime work must be approved prior to the work being undertaken.

4.3 Record-keeping

All time-in-lieu accrued is to be recorded on a timesheet and submitted to Payroll for processing.

4.4 Taking of time-in-lieu

Accrued time-in-lieu may be taken at any time convenient to both the employee and Council.

Accrued time-in-lieu shall be taken before any accrued annual leave is taken.

4.5 Paying out accumulated time-in-lieu

Council shall pay out all the outstanding accumulated time-in-lieu of that employee upon termination of employment.

Council shall not otherwise pay out an employee's accumulated time-in-lieu, except in exceptional circumstances.

All pay outs of accumulated time-in-lieu shall be at the appropriate rate.

5 Variation

Council reserves the right to vary or revoke this policy.

6 History

Department:	Governance	Reviewed	Resolution No.
Policy Category	Organisation	29 April 2009	
Endorsed By:	General Manager	11 October 2019	
Approval Authority	General Manager		
Policy Owner	Manager Human Resources		
Contact Officer	Manager Human Resources		
Document No.	4479/2006		
First Adopted	16 September 2003		
Resolution No:			
Review Date:	11 October 2021		