



Time Off In Lieu Procedure

Procedure Number
WCDHB-HR-0018

Version Nos:
7

1. Purpose

The West Coast District Health Board (WCDHB) provides time off in lieu for employees covered by Collective and Individual Employment Agreements in which provision is made for time off in lieu.

2. Application

This Procedure is to be followed by all staff throughout the WCDHB.

3. Definitions

For the purpose of this Procedure:

Time Off In Lieu is taken to mean time off of an equal period to the period of public holidays or additional hours worked.

4. Responsibilities

For the purposes of this Procedure:

all *staff members* are required to:

- obtain the approval of their Manager before taking time in lieu;
- utilise time off in lieu within the prescripts of the applicable employment agreement.

all *Managers* are required to:

- consider and approve requests for time off in lieu;
- keep records of the time off in lieu accrued and taken;
- ensure that no additional costs are incurred by allowing time off in lieu to be taken or to be accrued.

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 Any WCDHB staff member may request from their Manager time off in lieu for any public holiday or additional hours that they have worked, if their employment contract allows. This request shall be made prior to the extra time being worked. Approval to work the extra hours must be granted before the additional hours are worked
- 1.01 Time off in lieu is to be applied for and approved in the same manner as for annual leave.
- 1.02 All approved time off in lieu must be taken within the prescripts of the applicable employment agreement.
- 1.03 Managers are required to keep records of time off in lieu accrued and taken.

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7. Precautions And Considerations

→ Staff wishing to take time off in lieu must obtain the approval of their Manager first.

8. References

Individual and Collective Employment Agreements
Holidays Act

9. Related Documents

There are no other documents related to this Procedure.

Revision History	Version:	7
	Developed By:	Corporate Services: HR
	Authorised By:	Chief Executive Officer
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	Date Last Reviewed:	June 2010
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