



*Institiúid Teicneolaíochta
Bhaile Átha Luain*
Athlone Institute
of Technology

TIME IN LIEU POLICY & PROCEDURES FOR NON-ACADEMIC STAFF



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DOCUMENT CONTROL VERSION & REVISION HISTORY

Version Number	Revision Date	Approved by EMT	Revision Date
Version I	September 2018 (created)	30/10/2018	01 November 2020

1. INTRODUCTION

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

2. PURPOSE

The purpose of this policy is to ensure that:

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

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

To ensure that the policy is operated consistently.

3. SCOPE

All Time in Lieu must be approved by your Line Manager for a specific purpose which directly relates to one's job, but time in lieu must not be approved for travel.

4. GENERAL PRINCIPLES

4.1 An employee may be requested to work additional hours due to a shortage of staff/increased levels of work on a day to day basis during peak periods of activities.

4.2 Time in Lieu may be granted as follows:

On a 'flat rate' (i.e. time for time) 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)

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 (rostered hours).

A **minimum of 15 minutes** Time in Lieu can be preapproved by the Line Manager. Anything less than 15 minutes must not be sanctioned as Time in Lieu.

Applications to **avail** of leave due to Time in Lieu accrued should not be approved at periods where a section is particularly busy e.g. commencement of the academic year, examination or registration periods etc.

The Time in Lieu period will run from 01 January to 31 December each year. All Time in Lieu accrued during this period must be taken within the same period otherwise it will be forfeited.

5. APPROVAL PROCEDURE

- 5.1** Where an employee has been requested by their Head of Department/Line Manager to work additional hours, the employee must claim for Time in Lieu in respect of those hours, by completing the Time in Lieu claim form, which is available on the intranet under HR/Forms. Once completed by the applicant in a timely manner and approved and signed by their Head of Department/Line Manager, this is then submitted by the applicant to the HR department for processing.
- 5.2** A signed Time in Lieu claim form must be submitted to HR at the end of the month in which the additional time has been worked and submitted to HR for processing once it has been signed off by the Head of Department/Line Manager.
- 5.3** Application to take this leave at a later date must be submitted through the ESS system.
- 5.4** It is extremely important that all Line Managers ensure that the taking and granting of Time in Lieu is essential to the effective running of the operation.
- 5.5** Excessive use of Time in Lieu in any particular area will be monitored by the HR function.

Queries in relation to this policy should be directed to hr@ait.ie