OVERTIME/TIME-IN-LIEU-FLEXI TIME

Objective

To determine guidelines for administering Overtime and Time-in-Lieu/Flexi Time worked by employees of Gilgandra Shire Council.

Scope

- Permanent employees of Gilgandra Shire Council.

- Work performed outside of employees' ordinary working hours (with the exception of attendance at Council and Committee meetings by employees classified in the Executive Band 4 of the Local Government Award).

Policy

a) That agreement between Council and an employee be reached prior to the working of any hours in excess of ordinary working hours.

b) That all times worked in excess of ordinary hours be detailed on the employees weekly time sheet including the date, day, starting time, finishing time and nature or location of work.

c) The maximum amount of Time-in-Lieu to be accrued by an employee be set at the equivalent of one week of the employees' ordinary working hours.

d) The maximum amount of Flexi Time to be accrued by an employee be set at the equivalent of one week of the employees' ordinary working hours.

e) An employee is entitled to maintain a minimum amount of Time-in-Lieu / Flexi Time of one day.

f) An employee is required to clear all Time-in-Lieu / Flexi Time that has accrued above the minimum one day as first preference when applying for Annual and other forms of paid leave.

g) Any Time-in-Lieu arrangement outside of those referred to in clauses (a) and (f) of this policy may only occur with the written approval of the General Manager.

h) That the provisions of the Local Government (State) Award 2023 applied to all circumstances.

Relevant Legislation

Local Government (State) Award 2023 (NSW)

Associated Documents

Nil

Responsible Officer:	Executive Leader Transformational Change		
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