

**ULTIMO** ▾

- **Macquarie Park** (</schoolbiz/macquarie-park>)
- **Tamworth** (</schoolbiz/tamworth>)
- **Wagga Wagga** (</schoolbiz/wagga-wagga>)

**Critical Readings** (<https://beta.dec.nsw.gov.au/schoolbiz/ultimo/week-1-term-2#collapse1>)

Publication Date: Friday 29 April

**SAS Staff Overtime Provisions** The following information is provided to assist principals when there is the need for SAS staff to work outside their normal hours of duty.

SAS staff are not expected to perform work outside of their span of hours and/or in addition to their ordinary hours of work without the appropriate overtime payment or time off in lieu of payment for overtime or the appropriate additional hours payment.

Entitlements for overtime and time off in lieu are outlined in the Crown Employees (School Administrative and Support Staff) Award (the Award) and the Non Teaching Staff in Schools Handbook (the Handbook). The Handbook includes the provision for SAS staff to elect whether they are to be paid overtime or take time off in lieu. The Handbook also provides information about payment for additional hours.

Principals should take into account the work, health and safety implications of workloads which require regular overtime.

Where principals may be aware of needs for overtime or additional staff in advance, for example in relation to the roll out of LMBR, they should ensure funds are available to cover the overtime required.

If a staff member is required to work in excess of their ordinary hours of work and/or outside their span of hours, the Principal should grant the applicable entitlements to the SAS staff member as outlined below.

Overtime: SAS staff members are entitled to the payment of overtime when they are required by their principal to work more than 7 hours in any one school day or to work on a weekend or public holidays can be found at Clause 18 of the Award.

<http://www.ircgazette.justice.nsw.gov.au/irc/ircgazette.nsf/webviewdate/C8477>

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Please note that overtime for work performed on a normal working day will not be paid to SAS staff members who are working under the averaging of hours provision (Clause 7.4 of the Award) except for work performed before 7.30am or after 6.00pm.

**Time Off in Lieu of Payment for Overtime:** A SAS staff member who at the direction of their principal works overtime may, within 2 working days of working the overtime, elect to take leave in payment for all or part of the entitlement for the time worked. This leave in lieu accrues at the same rate as the overtime worked. For example, 2 hours overtime worked on a weekday would equate to 3 hours of time off in lieu (2 hours x time and a half).

Time off in lieu of overtime is to be taken in multiples of a quarter day only, is to be taken at the convenience of the school and is to be taken (generally) within 3 months of the date of accrual. If there is a balance of overtime entitlement not taken in lieu the SAS staff member is entitled to be paid this balance.

Further information regarding time off in lieu of payment for overtime can be found at Section 1.6.2.9 – Time Off in Lieu of Payment for Overtime of the Handbook.

<https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/ires/indrel/sasshandbook/sasshbook.pdf>

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The claim form for the payment of overtime can be found on the People and Services non teaching staff in schools intranet page:

<https://detwww.det.nsw.edu.au/lists/directoratesaz/humanresources/nonteachst/employeeforms/index.htm>

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