

**Policy number: 14**

**Version 1: January 2021**

**To be reviewed: November 2022**

**Person responsible: Principal, School of Sport Education NT**

### **Introduction**

The School of Sport Education NT depends heavily on the support of teachers. Teachers in volunteer roles satisfy the requirements for duty of care for participating students. Principal support for the release of teachers from their daily duties at schools is essential to the effective operation of School of Sport Education NT programs.

The School of Sport Education NT covers the cost of relief for teachers and other school personnel who are filling volunteer School of Sport Education NT roles at the regional or interstate level.

### **Purpose**

To ensure teachers and schools are aware of the process for claiming relief teacher reimbursement.

### **Policy**

Schools are eligible to apply for reimbursement of actual costs incurred to employ relief staff to cover personnel released to volunteer for School of Sport Education NT programs.

Relief cover is provided for the duration staff are required to be absent for their School of Sport Education NT program involvement. This includes the dates of the event and travel days either before or after if during the working week.

The reimbursement is only paid for school hours (6 hours per day) plus superannuation at the appropriate tier based on the level of experience. Relief reimbursement is available for other school ancillary staff at the base rate.

The School of Sport Education NT does not cover the costs of travel allowance, kilometre allowance, accommodation or travel costs for replacement staff.

Reimbursement is claimed via the form in Attachment A. This form must be submitted along with the school tax invoice to [finance.ssnt@education.nt.gov.au](mailto:finance.ssnt@education.nt.gov.au).

Claims must be made within 30 days of the returning to the workplace. Claims will only be honoured in the year of the event. The School of Sport Education NT closes financial records at the end of each calendar year.