



TIME OFF IN LIEU (TOIL) POLICY

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Destroy All Previous Issues

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Glossary

| Term | Description |
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1 INTRODUCTION

The purpose of this policy is to set out the arrangements for TOIL for management and administrative employees and to outline the responsibilities for both managers and employees in ensuring that TOIL is managed and recorded appropriately. All employees in operational roles are excluded from this policy.

2 THE POLICY

- 2.1 It is expected that management and administrative employees are able to complete their job within their contracted hours. However, whilst it is not encouraged, it is recognised that, on occasions, for the satisfactory achievement of a business need, employees may need to work additional time, thereby accruing TOIL.
- 2.2 It is the manager's responsibility to ensure that employees do not regularly exceed their contracted hours. Where a manager identifies any issues they should address this with the individual concerned without delay.
- 2.3 Working additional hours (i.e. accruing TOIL) must always be agreed in advance with the line manager. The taking of any TOIL time owed must also be agreed in advance.
- 2.4 Any additional time worked or taken should be recorded by the line manager within the employees annual leave records.
- 2.5 Employees should be able to take back, in full, all of the agreed accrued time. As a result of this employees should not owe or accrue more than 8 hours of TOIL in any one month period, except in exceptional circumstances and with the agreement of the Chief Executive.
- 2.6 TOIL should be taken within the calendar month following the accrual of the time. Failure to take back TOIL does not give rise to entitlement to a payment.
- 2.7 Where it is identified that an employee is regularly accruing TOIL, a plan should be agreed between the employee and the line manager to limit further accrual of time.