

Snodland Town Council

TOIL and Leave Policy

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1.0. Introduction

This document does not form part of the contract of employment and may be changed from time to time in line with current best practice, statutory requirements, and to ensure that the Council's needs are met. Employees will be advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

Employees, on occasions, are required to work outside what are considered 'core' hours of work or beyond their contracted hours in order to meet the needs of the service. This may be due to evening meetings, weekend work, call outs or there may be an occasional unplanned yet urgent need to extend the working day. Without this goodwill and adaptability it would be impossible to provide a responsive service or cope with work demands.

However, the Council also recognises its duty to protect the health and safety of its staff by ensuring that they do not work excessive hours. One way that they can be recompensed is by taking Time Off in Lieu (TOIL) for any extra time that they do have to work. This policy sets out both a definition of the TOIL scheme and some guidelines for its implementation.

2.0. What is TOIL?

Time Off in Lieu is time off which you are allowed to take instead of claiming overtime pay, for hours worked beyond your normal working day, normally evenings and weekends. There is no provision for overtime to be paid under TOIL.

Overtime Pay is defined as the additional pay claimed as a result of additional hours worked to contracted hours, which is planned. Unless an employee has a contractual entitlement to overtime, or it has previously been authorised by the appropriate line manager, a claim for overtime will not be met.

Please remember all staff are entitled to at least a 20minute break if they work for six hours or more. In addition, if a staff member has an unexpected commitment in their personal life, time off can be agreed at short notice and made up at a later date, subject to approval by their line manager.

3.0. General principles

- Time off in lieu cannot be taken in advance of having been worked and cannot be taken without the advanced approval of your Line Manager.
- TOIL is an exceptional rather than a routine occurrence. It may relate to: Exceeding Standard Work Hours: When an employee works beyond their contracted hours, they may opt to accumulate time in lieu instead of receiving overtime pay. For example, staying late to complete a project could translate into an extra day off in the future.
- Partial-Day Absences: If an employee extends their workday to cover for the time taken for personal appointments, they could be entitled to recuperate that time on another day.
- Working on weekends or holidays: In cases where employees work on weekends or public holidays, a day in lieu may be granted. Instead of immediate financial compensation, they receive an equivalent day off.
- Special events or launches: During periods of intense activity, such as product launches or events, staff members often put in additional hours. These efforts can be repaid with time in lieu to rest or tend to personal matters later.
- Staffing shortages: Should there be a temporary shortage of staff, those who cover additional duties or shifts may accumulate time in lieu for use when staffing levels return to normal.
- It is to ensure that when staff attend meetings, functions or call outs that extend beyond normal working hours, this time can be taken back. It also allows staff to respond to crises in their personal lives.
- TOIL should not result in changes to normal working arrangements, for example every Friday afternoon becoming a 'TOIL' afternoon or working through lunch times and leaving work early each day.
- The scheme must be utilised in the best interests of effective service provision. This requires cooperation between staff and managers to ensure adequate cover is provided as necessary.
- The success of the scheme is based on trust. Any member of staff who is found to have abused the TOIL scheme may have it withdrawn and be subject to disciplinary action up to and including dismissal.

4.0. Rules on accruing and taking TOIL

- Staff must agree with their Line Manager in advance any time to be worked outside of normal working hours. If advance agreement is not practical for any reason, staff must contact their Line Manager as soon as possible after the event.
- Staff must obtain their Line Manager's approval before taking any TOIL, in the same way that annual leave is approved.

- Staff will be responsible for completing their own TOIL recording sheet. A period of 30 minutes is the minimum that can be claimed for any one period of time in lieu accrued and the reason for any additional hours should be clearly stated. Any period of time accrued after these 30 minutes should be recorded in blocks of fifteen minutes. Additional hours should be recorded on a Time off in Lieu form.
- This will be kept by the employee, signed and passed to the Line Manager for agreement at each credit/debit. The recording sheet should be readily available for Line Managers to see at any time.
- TOIL hours must be taken by adjusting start and finish times within your core contracted hours.
- The accounting period will be each calendar month and recommended that accrued time be taken within one year. Line Managers will be expected to monitor lieu time accrued by their direct reports in one-to-one meetings, to ensure levels of lieu time are manageable and time is being taken;
- Existing procedures will remain for all other authorised absences, such as annual leave, sickness, compassionate leave etc.
- On termination of employment, all TOIL must be at a zero balance. Employees will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.
- Time off must be equal to time actually worked.
- Part-time employees who may be attending meetings or training, as agreed by their Line Manager, on days/hours not usually worked may use the TOIL form to record additional hours worked. Any additional time worked or taken back should also be recorded on the TOIL record form and on a timesheet.