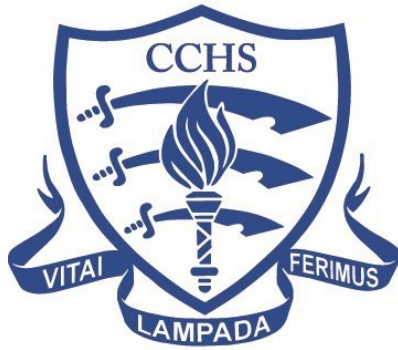


# **Chelmsford County High School for Girls**



## **Time Off In Lieu (TOIL) Policy**

**Approved by the Governing Body: ~~11<sup>th</sup> July 2022~~**

## Change Log

### TIME OFF IN LIEU (TOIL) POLICY

Version Number	Changes	Author	Date Approved
0.1	Draft document from original TOIL sheets with addition of usage restrictions	Melissa Mulgrew	11/07/22

Last Amended: New Policy	Committee Responsible for Review: Staff & Student Matters		
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## **Time Off in Lieu (TOIL) Policy**

### **1. Introduction**

1.1 The efficient operation of our School is dependent on the skill and commitment of our employees. Occasionally, staff may be required to work beyond their contracted hours in order to respond flexibly to unexpected demand levels and to meet the needs of our students.

1.2 We recognise the need to ensure that excessive hours are not worked by staff and that they are recompensed by taking time off in lieu (TOIL) for any extra time that they have to work.

### **2. Definition of Time off in Lieu (TOIL)**

2.1 Time off in lieu (TOIL) is generally time taken as additional leave instead of overtime pay by employees working beyond their contractual or normal working hours.

### **3. Purpose**

3.1 The purpose of this policy and procedure is to ensure that managers and employees are aware of and understand the School's TOIL arrangements.

### **4. Scope**

4.1 This policy and procedure applies to all Support Staff employees with the exception of casual staff who work on an ad-hoc basis.

### **5. Principles governing accruing TOIL**

5.1 The requirement for overtime may be due to a variety of reasons such as an increased volume of regular work, a temporary crisis in resourcing, to cover absences, to catch up on slipping deadlines or to resource one off projects that cannot be carried out within working hours. Employees should be aware that overtime is deemed exceptional and not normal working practice.

5.2 TOIL may be accrued for meetings held outside of contractual hours that you have been asked to attend or are deemed, with management agreement, important to your job. The exception to this is attendance at the School's half-termly Full Staff Meetings, these are offset by the disaggregated days timetabled during the academic year.

5.3 TOIL may not be accrued for attendance at training courses or for being on standby / call out.

5.4 TOIL may not be accrued for voluntary attendance at events or catching up on work missed due to attending voluntary events.

5.5 TOIL should not be used as a Workload Management tool. Support and clarification should be sought from your Line Manager should workload issues arise.

## **6. TOIL accrual**

6.1 Time off accumulated through TOIL arrangements must be equal to time actually worked.

6.2 Employees can only accrue TOIL if a maximum number of additional hours is authorised in advance by their line manager on each occasion. If this agreement is not in place, any additional hours worked by the employee will not qualify for the accrual of TOIL and will be lost.

6.3 Employees are encouraged to take TOIL as soon as possible after it has been accrued. Excessive levels of TOIL should not be accumulated and no more than 3 working days (21 hours) should be accrued at any given time. In exceptional circumstances, line managers have discretion to agree up to 5 days (35 hours).

6.4 Employees should ensure that they record details of any agreed accrued TOIL using the staff intranet system [Absence System | Staff - Toil System \(cchs.essex.sch.uk\)](https://cchs.essex.sch.uk)

6.5 The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL, such as claiming more hours than actually accrued, may be treated as a disciplinary matter, and could lead to dismissal.

## **7. Redeeming TOIL**

8.1 Line managers are expected to allow as much flexibility as they can under this policy. However, it will not always be possible to allow staff to take the time off when they have requested it. Managers should consider TOIL absence requests if submitted in advance of time being taken off and will only be approved after taking into consideration the operational requirements of the School. Staff should submit absence requests with as much notice as possible.

8.2 TOIL cannot be carried over from one academic year to the next, the electronic TOIL system will be cleared on 31<sup>st</sup> August each year. Any TOIL not taken will be lost unless there has been prior agreement between the employee and their manager to take it at another specified time.

8.3 In exceptional circumstances where due to operational needs a request for TOIL cannot be accommodated by 31<sup>st</sup> August, the employee can request payment for the hours owed, to a maximum of 21 hours (or 35 hours with line manager pre-approval). This request should be made in writing to their line manager before the end of the Summer Term and the employee has to demonstrate they have tried their utmost to request and or

take their accrued TOIL in the previous 12 months. Final approval for any payment in lieu of TOIL will be made by the Business Manager after discussion with the line manager.

8.4 Where the employee can demonstrate that no action has been taken to accommodate their request of TOIL, or requests have been refused on grounds that the employee feels unreasonable, the individual has the right to either request payment for the hours owed or specify when they wish to take the TOIL. This request should be made in writing to HR Manager before the end of the Summer Term.

8.5 Employees should record TOIL taken using the staff absence system linked in Paragraph 6.4 above. In exceptional circumstances where TOIL has not been pre-agreed, time claimed as TOIL should be authorised or rejected by the employee's line manager within 5 working days of the additional work being undertaken.

8.6 In line with statutory rights to time off for medical, sick, compassionate, dependents, parental, etc. leave these should be recorded via the absence request system [Absence System | Staff - Application For Leave \(cchs.essex.sch.uk\)](https://cchs.essex.sch.uk) and it not expected that TOIL is used. Time off for non-emergency dependents care should either use TOIL or unpaid leave requested.