



# Time off in lieu Policy (TOIL)

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Chair of Governors Signature	<i>Linda Foster</i>

## **Our vision**

At Woodborough Woods, we 'Grow Together' following Jesus' example to 'Love your neighbour as you love yourself' (Matthew 22:37-39) because through love for one another, we can build a strong learning community ensuring that everyone has the opportunity to flourish.

## **Statement**

Woods Foundation Primary School recognises that the nature of its work means that on occasion staff will be needed to work outside recognised working hours. However, the school also acknowledges its duty to protect the health and safety of its staff by ensuring that they do not work excessive hours, and that any additional hours are agreed in advance and monitored appropriately. It is a line manager's responsibility to oversee their team's workloads so that that work is done within the normal working week. The Time Off In Lieu (TOIL) procedure is a guideline for managers to assist them in planning and managing the working hours of staff who are asked to work additional hours when there is a busy period or specific event. The assumption is that staff are willing to work additional hours in excess of their contracted working hours. This has been developed to ensure the consistent and transparent application of TOIL across the school.

## **What is lieu time?**

Lieu time is time off which staff are allowed to take in lieu of overtime pay, for hours worked beyond the normal working day. TOIL should be used as the main method of dealing with both unplanned events/emergencies and the management of any occasional/temporary planned activities.

## **To whom does this procedure apply?**

The procedure applies to all teaching and non-teaching staff at Woods Foundation Primary School.

## **Overtime versus TOIL**

When further additional staffing hours are required, the EHT/DHT/SBM should consider whether TOIL is the most appropriate method to cover this. The EHT/DHT/SBM should ensure that:

- Working additional hours is voluntary;

- The additional hours are required for a limited period of time only – if it is for a longer period then the manager should review the overall staffing needs for the department to ensure working practices are effective;
- Overtime is separate from TOIL and will be paid accordingly.

Overtime should be utilised for extra work where it would be unfeasible to sanction TOIL because the employee would accumulate such a high number of extra hours that they could not be reclaimed without it being disadvantageous to the organisation.

### **Accruing leave within the TOIL system**

TOIL must be accumulated within a plan agreed with their line manager. Any additional hours worked must be agreed in advance. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost. Toil can only be accrued in periods of 30 minutes or more. TOIL should be taken as soon as practicably possible after it has been accrued. If this is not possible it must be taken within the academic year. TOIL may not be taken in periods of more than one day. TOIL accrued and not redeemed by the end of the academic year will be considered lost and no monetary compensation will be offered. In cases where the TOIL is accrued at the end of the summer term and there is no opportunity to take the time before the end of the academic year a maximum of 1 day of TOIL can be carried forward to the next academic year. Running an after-school club for a term accrues 1 days TOIL. An one night overnight stay at a residential accrues 1/4 a days TOIL.

### **Procedures**

The procedures for recording and requesting TOIL are as follows:

- Additional hours that have been worked should be recorded on the 'Time Off In Lieu' (TOIL) Record. This record should be kept and maintained by the employee and must be available to the line manager.
- TOIL request should be requested and submitted to the Head of School for authorisation on the employee's individual TOIL record.

### **Line Manager's responsibilities**

As is the case with any time off site, accrued TOIL can only be taken at a time which is agreed by the line manager and where it does not have an adverse impact on the school as a whole. Where a TOIL request has not been approved, the manager's will identify suitable alternative dates when TOIL can be taken. Managers must keep proper account of additional hours worked whenever they occur.

### **Conclusion**

The TOIL policy and its operation depend on mutual trust. Any suspected abuse of TOIL may be treated as a disciplinary matter.