



Totton & Eling Community Association Time off in lieu Policy

1) Time off in lieu Policy

Version	Action	Date	Signed
DRAFT B	Created	09/07/2021	C D Compton
	Authorised		

2) Introduction

- a) On occasions, the hours worked by employees may exceed their contracted hours. This may be due to evening meetings, weekend work or there may be an occasional unplanned yet urgent need to extend the working day.

3) Aim of the policy

- a) To promote fairness and equality these guidelines provide guidance to employees and managers when actual hours of work are more than contracted hours of work.

4) Definition of Terms

- a) **Time off in Lieu (TOIL)** is defined as time taken off to compensate for planned (or occasionally unplanned) time worked in addition to contracted hours. There is no provision for overtime to be paid under TOIL.
- b) **Overtime Pay** is defined as the additional pay claimed as a result of additional hours worked to contracted hours. It can be planned or occasionally unplanned.

5) Principles of the guidance

- a) **Authorisation**
 - i) Whenever possible employees should not work additional hours and only then if it has been agreed in advance by the chairperson or other trustee. It is recognised that there are occasional exceptional circumstances in which case authorisation in advance may not be possible.
 - ii) The Centre Administrators job is effectively a 'Job-Share' and as such they may arrange the hours that each individual works themselves, but they must inform the chairperson or another trustee of any change to the standard arrangement that they agree between themselves.
- b) **Working Hours**
 - i) If any employee regularly works additional hours, then working hours may need to be formally amended to reflect this. Typically, no more than 14 additional hours should be worked in a four- week period. This will apply on a pro rata basis for the Centre Administrators.

6) Record Keeping

- a) Additional hours should be recorded on a Time off in Lieu Form (see appendix 1). The reason for any additional hours should be clearly stated. If the extra time worked is fifteen minutes or less, this does not need to be documented on a Time In Lieu Form (in order to avoid too much form-filling)



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and should be dealt with locally and informally by agreement with the chairperson or trustee.

7) Time off in Lieu - TOIL

- a) Taking back any time in lieu must be agreed by a chairperson or trustee according to service needs and should be recorded on a Time off in Lieu Form (see appendix 1).
- b) Any time in lieu accumulated should be taken within 28 days. If this is not possible, the employee should inform the chairperson or trustee and agree a suitable date for taking time back at the discretion of the manager. If not, the time will be lost.
- c) Normally no more than one day at a time should be taken back at once, at the discretion of the chairperson or trustee. Taking back time owed in lieu should not be used as an alternative to taking annual leave. If an employee wishes to take TOIL in conjunction with annual leave (i.e. added at the beginning or end of such leave) the effect this will have on operational needs and staffing will need to be taken into consideration before agreement is given.
- d) Part-time employees who may be attending meetings or training, as identified in their Personal Development Plan, on days not usually worked may use the Time off in Lieu Form to record additional hours worked. The same procedure should be followed for taking time back..
- e) Any additional time worked or taken back should also be recorded on the TOIL

8) Record Form.

Totton and Eling Community Association
Time off in Lieu (TOIL) Record

Name Job Title

Date	Additional hours worked	Reason	Approved by Line Manager
(Signature required)	TOIL Taken		

Date	Hours
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Employee's Signature Date

Line Manager's Signature Date.....