

New Mills Town Council – Time Off in Lieu Policy



Purpose:-

The Council recognises that it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is either contractual or on a voluntary basis.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's time off in lieu (TOIL) arrangements so that they are applied consistently.

Scope:-

This policy applies to all employees of the Council with the exception of casuals who work on an ad hoc basis and those whose terms and conditions of employment do not accommodate reimbursement for additional hours worked.

Definition:-

TOIL is defined as Time Taken Off in Lieu or time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL Rates:-

TOIL will be accrued at the following rates for time worked in addition to normal working hours: _

Monday to Sunday – Time

Accruing TOIL:-

TOIL accrued will be included on the monthly timesheet for each employee, as will TOIL taken. Each timesheet is signed and authorised by the employee's manager. The core hours of any working day shall be 9.00am to 5pm when office cover is required. Individual team managers must agree any TOIL to be taken.

The Council realises that it is unlikely that the Clerk will be able to seek approval in advance for TOIL accrued and therefore places trust in the Clerk to ensure that where additional hours are worked and TOIL accrued, it is done so in a way that meets the business needs of the Council as well as the work life balance of the Town Clerk.

Excessive levels of TOIL should not be accumulated (i.e. more than one standard working week) and must be used within a month.

Using TOIL:

TOIL can only be taken if agreed, in advance, with the employee's manager. Any requests will be considered in line with staffing levels and operational requirements. The Clerk will

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be responsible for allocating the use of his/her own TOIL at times when it is deemed suitable.

TOIL should be taken as soon as possible after accrual. One example of good practice is for an employee to come in later than his/her normal starting time the day after attending an evening meeting to redeem any TOIL accrued.

In exceptional circumstances where due to service delivery needs TOIL cannot be accommodated within the 12 month period, the employee can request payment for the hours owed providing the employee is on SCP 28 or less. This request should be made in writing by the employee to their line manager.

Working Time Regulations:-

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the manager must ensure that the employee's working hours adhere to the requirements of the Working Time Regulations.