

Time Off In Lieu (TOIL) Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

Date: April 2016

Review date: April 2019

Introduction

As a charitable organisation there is not a budget to pay employees overtime, however the needs of the organisation will sometimes require flexibility and dictate that employees may occasionally need to work over their contracted hours for a particular incidence. Employees are therefore required to 'take back' overtime as time off in lieu (TOIL) instead of being paid.

A regular need to work over contracted hours will require the Line Manager to review the post and work with the employee to adopt better time management behaviours that will limit the occasions that the employee is required to work over their contracted hours, or may necessitate either a temporary or permanent increase in hours, a decision on which will be reached in consultation with the employee affected.

Purpose

The purpose of this policy is to ensure that all employees are aware of, and understand the purpose and use of TOIL and are able to effectively manage their time in order to not work more hours than they are paid to work.

Scope

This policy applies to all employees of Compass Disability Services.

General Principles

- TOIL will be calculated based on the approved timesheets, holiday requests and absences recorded on Chorus HR. Employees are responsible for ensuring that they keep their Chorus HR calendar up to date at all times. Failure to maintain this may result in TOIL calculations being inaccurate and accrued TOIL being removed.
- All employees are encouraged to manage their time effectively in order to be available for work during the core hours relevant to their position and to eliminate the need to work more than their contracted hours.
- Line Managers are expected to work with their teams to manage the peaks and troughs of demand. This will include:
 - Scheduling team meetings outside of peak demand where possible.
 - Scheduling training outside of peak demand where possible.
 - Scheduling annual leave outside of peak demand where possible.
 - Agreeing case load volumes, agreeing waiting list arrangements where possible and redirecting caseloads to other competent employees if applicable.

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- Scheduling administrative activity such as quality management activity outside of peak demand where possible.
- TOIL can only be accrued if the job or organisation necessitates an employee to work more hours than they are contracted to in order to fulfil the aims of their role, the project or the organisation.
- No more than 2 days worth of TOIL should be accumulated without exceptional reason.
- TOIL should be taken as soon as possible after the event – i.e. if an employee works late one evening they should endeavour to work fewer hours the next day or at the earliest possible opportunity. In most instances this should always be within 4 weeks of the TOIL being accrued.
- TOIL may be removed if not taken within the four week time frame and the employee has not made a reasonable effort to take the accrued TOIL.
- Guidance on the appropriate use of TOIL will be given to all employees on induction and be reiterated by the line manager during supervisions and appraisals and monitored on a weekly basis.

Responsibilities

It is the responsibility of all employees to manage their own TOIL. An automated system will allow each employee to view their TOIL balance so that they can monitor their accrued TOIL and adhere to the general principles as much as is practically possible. It is the responsibility of Line Managers to monitor TOIL balances on a weekly basis and work with the employee to maintain reasonable TOIL balances at all times. Line Managers will receive a weekly report showing all employee balances enabling them to remain aware of the TOIL situation for their overall department. The Operations Manager will review the TOIL balances on a regular basis and will highlight any concerns with the relevant Line Manager

Policy Revision

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

Further Reading

TOIL Procedure

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