

Time Off In Lieu (TOIL) Policy

Compass Disability Services

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

Date: October 2010

Review date: September 2013

Introduction

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

Purpose

The purpose of this policy is to ensure that all employees are aware of, and understand the purpose and use of TOIL.

Scope

The provisions of this policy apply to all employees of Compass Disability Services. However, individual arrangements may be made subject to the approval of the Line Manager and CEO.

General Principles

TOIL can only be built up once approval from the line manager has been given, subject to the guidelines below.

- TOIL can only be accrued if the demands of the job or organisation necessitate an employee to work more hours than they are contracted to
- Employees must structure their working week so that they are available for work during the core hours relevant to their position
- TOIL is calculated every four weeks, therefore any TOIL gained in a four week period must be taken by the end of the following four week period
- TOIL not taken within this time frame will expire and the employee will lose any TOIL not taken
- TOIL accumulated in any four week period should not exceed the guidelines below (pro rata for part time employees):
 - For Direct Payment Advisers - two working days per month unless approved by the Line Manager in advance
 - For Project Workers - two working days per month unless approved by the Line Manager in advance
 - For all other Taunton Office based staff – 1 working day per month unless approved by the Line Manager in advance

- The CEO must have his/her TOIL arrangement approved by the Trustees annually
- TOIL not taken will not be carried forward unless prior approval has been given by the Line Manager
- TOIL should be taken as soon as possible after the event – ie if you work on late one evening you should start late the next day or the earliest possible date
- Guidance on the appropriate use of TOIL will be given to all staff on induction and be reiterated and monitored by the line manager during supervisions and appraisals

Responsibilities

It is the responsibility of staff to manage their own TOIL. It is the responsibility of Line Managers to monitor the TOIL process. It is the responsibility of the CEO and the Trustees to approve arrangements outside of the guidelines above.

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

Staff Handbook
TOIL Procedure

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