



Onchan District Commissioners

Aim: To ensure staff have a healthy balance between home and work life, time accrued is taken back at the convenience of the service and the individual and as soon as possible after it has been accrued.

Time Off In Lieu (TOIL) Policy and Procedure

Draft: August 2019
Review: August 2021



FOREWARD

Onchan District Commissioners respects the needs of employees to take time off from work to achieve a suitable work life balance.

At times it may be necessary for you to be requested to work additional hours outside the normal working week.

The purpose of the policy to ensure that employees are aware of and understand the Authority's arrangements in respect of time off in lieu arrangements.

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Policy Review - History:

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Effective from:	Replaces:	Originator:	Page X of Y
August 2019	New	Chief Executive/Clerk	1 of 6
Management Team Approval:			
Board Ratification:			

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
	05/08/19	New Policy

Time Off In Lieu Policy

1. Scope

This Policy applies to all colleagues employed by Onchan District Commissioners under NJC terms and conditions of employment (officer roles) and includes full time, part time and temporary employees.

These policy/procedures are not appropriate where accrual of additional hours for any reason is regularly in excess of the maxima set out below which must be addressed by other means i.e. review of the scope and duties of the relevant role.

2. Purpose

It is a requirement of some officer roles to attend meetings/events that take place outside of the normal working day e.g. evening meetings. In addition, the Authority recognises that on occasions it may be necessary for officers to be asked to undertake work resulting in them either having to start earlier or finish work later than normal working hours e.g. to complete urgent work.

The purpose of this policy is to ensure that managers and officers understand the contractual and management authority underpinning entitlement to accrue time and procedures for managing time off in lieu. Procedures that are in place ensure that services are maintained, there is consistency and fairness in accrual and management of time off in lieu and accurate records are maintained.

3. Definition

Time Off in Lieu (TOIL) is defined as time taken off work in compensate for additional hours worked either as a condition of employment or **at the request of management**, outside of normal working hours for operational reasons.

4. Accrual of TOIL

4.1 Additional hours worked

Employees who **at the request of management** work beyond the full-time equivalent hours for the week in question may receive TOIL at the rate of time and a half as an alternative to payment at the same enhanced rate.

TOIL will start to accrue only after 30 minutes or more at the start or end of the day.

4.2 Attendance at meetings

Employees who are in receipt of basic pay at or below spine point 28 and are required to attend meetings of the Authority or its Committees or undertake any approved duty outside normal working hours may, with the manager's approval

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accrue TOIL at time and a half (Monday to Saturday) double time (Sunday) as an alternative to payment at the same enhanced rates.

Employees who are in receipt of basic pay at or above spine point 29 and are required to attend extra ordinary meetings of the Board, meetings held outside of normal working hours in the performance of their duties or civic events which may be held outside of normal working hours will accrue TOIL at time and a half (Monday to Saturday) and double time (Sunday) by resolution of the Board.

Enhanced rates of TOIL apply only to hours over and above the full time equivalent i.e. 37 hours per week; additional hours up to 37 per week will accrue at plain time.

Note: TOIL accrues only when authorised by the manager and does not accrue where employees choose for personal reasons to work outside of normal working hours

5. Procedure

5.1 Recording TOIL

Employees will be issued with a TOIL record card (see Appendix 1)

Additional hours worked at the request of management at the start or end of the normal working day in excess of 30 minutes must be recorded on the TOIL record card.

Additional hours worked by attendance at meetings/events outside of normal working hours must be recorded on the TOIL card.

Recorded hours must be authorised by the manager within 5 days.

A maximum of 15 hours TOIL may be carried forward from one month to the next. Any hours in excess of this will be lost or not taken before the end of the month. **In exceptional circumstances only**, the Chief Executive Officer/Clerk may authorise up to 37 hours to be carried forward to the next month.

5.2 Taking TOIL

Employees must seek approval of the manager before taking TOIL.

The record card must be amended and authorised by the line manager.

The manager must ensure the TOIL approved and taken is recorded on the shared admin Calendar.

TOIL must be taken as soon as possible after it has accrued.

In the event that for operational reasons it is not possible for a request to be approved to take TOIL resulting on the employee losing hours at the end of a given

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month, the Chief Executive Officer will approve payment in lieu for hours in excess of 15 hours.

Failure to comply with the policy and procedures will constitute misconduct and result in disciplinary action.