



LITTLEPORT TOWN COUNCIL

SERVING THE PEOPLE OF LITTLEPORT

Time Off in Lieu (TOIL) Policy

Application of this policy

This policy covers how time off in lieu (TOIL) is granted to employees. The policy confirms the arrangements for how TOIL may be accrued and how it may be taken.

TOIL is available as an alternative to paid overtime to those employees that are entitled to overtime.

For employees that would not normally be paid overtime, there is an expectation that these employees will work the hours necessary to fulfil their normal workplace duties. For employees that do not fall in the above, TOIL is granted at the discretion of the employee's line manager.

TOIL is not an alternative to a flexi-time system and should only be used where there is a foreseeable need to maintain workplace output, customer and client service or the completion of any urgent projects.

The Council will only authorise TOIL if other arrangements such as revising annual leave requests or using temporary staff are not possible.

Accruing TOIL

Employees must not work any additional hours, with the expectation of accruing TOIL, without seeking the advance agreement of their line manager.

TOIL will be authorised by a line manager if there is a business need for the additional hours to be worked, an urgent order that requires working on, training courses, cover for absent employees and other business reasons that may arise from time to time.

TOIL will not be granted for any period of time which is less than 30 minutes and the line manager will not authorise any TOIL that would take the employee over their TOIL limit.

Council line managers will authorise the amount of time that can be worked and confirm that this can be taken as TOIL at a later date.

TOIL bank and TOIL limit

Accrued TOIL is added to the employee's TOIL bank. As TOIL is accrued, details are sent by the line manager to the Clerk of the Council within 5 days of the TOIL being authorised. TOIL records are available from your line manager and on the BreatheHR platform.

The Council permits TOIL to be accrued until they reach a maximum limit. The TOIL bank may not exceed this amount during any rolling three-month period. The maximum amount of TOIL that may be accrued during the rolling three-month period is 40 hours. Any TOIL requests that will cause the TOIL bank to exceed that amount will be refused.

TOIL not taken within twelve months of that date upon which it was accrued will be lost. TOIL accrued and not redeemed will be lost with no monetary compensation offered.

Requesting TOIL Hours

Employees that wish to redeem their TOIL hours as time off work are required to submit their request giving two days' notice. TOIL redemption must be for a minimum of one hour.

Using TOIL to extend a period of holiday will normally be permitted.

Some or all of the TOIL hours may have a specific period set for when they should be redeemed. The line manager that authorised the request may have specified that the TOIL hours should be taken on a specific day or week or during a specific period and this must be adhered to.

The Council may suggest to an employee that they can redeem their TOIL as part of their request for family leave.

Authorisation of TOIL Hours

Requests to redeem TOIL hours will be considered by the employee's line manager in line with the usual holiday request, with an emphasis on business and department needs such as workloads, customer and client service requirements and available staffing.

TOIL hours are taken at the employee's basic salary rate.

Breach of this Policy

This policy relies on mutual trust between the employee and the employer, any employee accruing or taking hours without the required notice periods mentioned above, without prior approval, or found to be fraudulently recording hours, may be subject to the Council's Disciplinary Procedure.

Termination of employment

Employees whose employment is terminated with notice will be required to redeem their full TOIL bank prior to their departure.

Untaken TOIL will be lost upon termination and no payment in lieu will be made. If notice is not given or worked for any reason, the accrued but untaken TOIL will be lost.

Document History

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