

TIME OFF IN LIEU FOR SUPPORT STAFF POLICY

Date of Issue	May 2019
Review Date	May 2021
Ratified by	Finance & Personnel Committee
Date	November 2019
Produced by	School
SLT responsible:	School Business Manager
Signatures: Chair of Governors Headteacher	



EARNHILL SCHOOL

POLICY CONTENT

Time off in Lieu [TOIL] applies to additional periods of work beyond normal contracted hours. It does not apply to lunch periods. Managers should ensure that staff take the appropriate lunch break each day to ensure compliance with Working Time Regulations.

This policy does not form part of an employee's contract of employment and may be reviewed and revised from time to time in line with current best practice and statutory requirements and to ensure the school's needs are met.

AIMS AND PURPOSE

- To set out a framework for how TOIL is managed within Fearnhill School.
- To ensure all staff understand their responsibilities before working beyond their contracted hours and how to record and take TOIL.
- To ensure everyone is following defined TOIL procedures.

RESPONSIBILITIES FOR MANAGEMENT AND STAFF

Fearnhill School recognises that TOIL allows staff to respond flexibly to the school's needs. In order for TOIL to be managed appropriately, Fearnhill School management and staff will adhere to the following principles:

1. TOIL is not a tool to be used to accrue time to enable extra days leave to be taken.
2. TOIL is *an exceptional* rather than a routine occurrence. It is to ensure this time can be taken back when employees have to work beyond their contracted hours.
3. TOIL that is to be accrued must be *agreed in advance with the employee's line manager*.
4. The scheme must be utilised in the best interests of effective service provision. This requires co-operation between staff and managers to ensure adequate cover is provided as necessary.

PROCEDURES FOR MANAGEMENT AND STAFF

Planning work

Any time to be worked outside of contracted hours needs to be authorised by Line Managers *before* accruing.

Accruing and Recording TOIL

- Staff should not build up excessive amounts of TOIL, except in *exceptional* circumstances and with *prior consent* of their line manager.
- TOIL will not be granted for periods of less than 30 minutes, except in exceptional circumstances.
- Employees are responsible for completing their own TOIL recording sheet.
- The recording sheet will be monitored by the employee's line manager.

Taking TOIL

- TOIL must be taken within the *school year of accrual* unless agreed in advance with the line manager. TOIL accrued and not redeemed in this way will be lost.

- Staff must obtain their line manager's approval before taking any TOIL, by obtaining authorisation from the line manager and Business Manager. The recording sheet will be monitored by the employee's line manager and Business Manager.
- On termination of employment, all TOIL must be at a zero balance. Employees will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.
- No more than 2 days of TOIL can be taken consecutively.

Policy Implementation

- The Business Manager is responsible for ensuring the implementation of this policy and that regular reviews take place.
- All staff have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and training.
- The TOIL policy and its operation depend on mutual trust. Any suspected abuse of TOIL may be treated as a disciplinary matter.

**FEARNHILL SCHOOL
TIME OFF IN LIEU CLAIM FORM**

Name of Claimant:

Date extra hours worked	Hours Worked	Total Hours Accrued	Total Hours Taken	Balance accrued hours	Purpose	Authorised by Line Manager	Date of authorisation

Please note:

- “Extra hours” means time worked in addition to a person’s contracted hours, at the request of the Line manager for a specific purpose.
- Each entry must be authorised by the Line Manager.
- TOIL should be taken within the relevant school year
- The application of TOIL is discretionary and the Business Manager will make the final decision.