

Honiton Community College

Academy Trust



This Policy was adopted by the Governing Body
of Honiton Community College on 20th May 2015
and will be reviewed every two years

TOIL forms added 3rd December 2014

TOIL POLICY FOR ASSOCIATE STAFF

TOIL POLICY

INTRODUCTION:

The College recognises that the nature of its work means that on occasions there may be a requirement to work outside of recognised working hours. However, the College also recognises that it has a duty to protect the health and safety of its staff by ensuring that they do not work excessive hours, and that any additional hours are agreed in advance and monitored appropriately. Any member of the team consistently requesting to work extra hours would qualify for their job to be reviewed in order to highlight any areas whereby help and / or a re-distribution of duties could alleviate the need to work beyond contracted hours. Whilst the needs of the College will sometimes dictate that employees may occasionally need to work over their contract hours, budget constraints means that payment for additional hours will not be possible. Staff are therefore required to use the Time Off in Lieu (TOIL) system in place of payment. The use of TOIL should be the exception not the rule.

PURPOSE:

The purpose of this policy is to ensure that all Associate members of staff are aware of, and understand the purpose and use of the TOIL system.

The TOIL policy and its operation depend on mutual trust. Any suspected abuse of the TOIL system may be treated as a Disciplinary matter. There may on occasions be exceptions and these will require prior agreement from ELT.

[This Policy does not apply to teaching staff who are to be paid in line with the Schools Teachers' Pay and Conditions document.]

WHAT IS LIEU TIME:

Lieu time is authorised time off which staff take in place of overtime pay, for hours worked beyond the normal working day.

It applies to additional period of work either before or after the normal working day. It does not apply to lunch periods. A lunch break is an uninterrupted break of 30 minutes when daily working time is more than six hours. It should be a break in working time and should not be taken either at the start or at the end, of a working day. The 30 minute break is a minimum entitlement. An employee who chooses not to take their lunch break entitlement cannot claim this time as 'time off' or claim financial recompense. All lunch breaks should be taken within the core hours of 12.30 – 2.30 p.m. Line Managers should ensure that staff take an appropriate lunch break each day. If for example, lunch time meetings are necessary staff should be allowed to take a break either before or after the meeting, to ensure compliance with Working Time Regulations.

Employees are not permitted to work through lunch times for the purpose of accumulating hours. Nor should employees start earlier or finish later for the purpose of accumulating hours.

ACCRUING LEAVE WITHIN THE TOIL SYSTEM:

TOIL must be accumulated within a plan agreed with Line Managers. Any additional hours worked must be agreed at least a week in advance except in an emergency. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost.

When an employee identifies additional hours which might justify TOIL, they should raise this with the Line Manager. If, the additional hours are authorised the employee should complete a Workload Analysis Form for sign off. TOIL will only be granted if this is completed in advance and

agreed with the relevant Line Manager and approved by ELT. TOIL should not be taken until the signed form has been returned to the employee.

Employees may accumulate TOIL hours not exceeding 7 hours per month.

RECORDING OF TOIL:

There will be a central record of TOIL accrued. However, employees should also keep an individual record of TOIL accrued.

THE TOIL ACCOUNTING PERIOD:

For the purpose of Honiton Community College the TOIL period for Associate Staff will be September – July.

TOIL should be taken within 3 months of accrual.

TOIL accrued and not redeemed within 3 months will be considered lost and no monetary compensation will be offered. TOIL cannot be carried over from one academic year to the next.

TAKING AUTHORISED TOIL:

When an employee wishes to take approved TOIL this has to be agreed with the relevant Line Manager and approved by ELT at least one week in advance. The Line Manger / ELT may not agree to the request in cases where this leave will conflict with the provision of an adequate service to the College. Where Managers do not approve the requested TOIL, suitable alternative dates (earlier or later) should be identified and suggested.

MANAGERS' RESPONSIBILITIES:

Line Managers will co-ordinate the TOIL operation of the team and liaise with the Director of Finance to ensure an up-to-date central record is maintained for all Associate Staff. This will ensure that there is adequate cover for all functions of the College in relation to Associate Staff duties.

Line Managers should ensure that employees are given reasonable opportunity to take any accrued TOIL within the approved period.

Managers should ensure that TOIL is not used as a method of flexible working but used occasionally to deal with fluctuations in work load.

There must be a centrally held record of additional hours worked as well as TOIL taken and outstanding TOIL accrued by the Associate Staff.

EMPLOYEES' RESPONSIBILITIES:

Employees who have had TOIL approved should ensure that Reception/Switchboard staff are informed of the absence and the Staff Deployment Officer has been given a copy of the signed TOIL request authorised form.

Employees should also make arrangements for cover to be in place to ensure that any necessary work and day to day duties are carried out in their absence.

It is the responsibility of staff to manage their own TOIL. It is the responsibility of Line Manager and ELT to monitor and approve the TOIL process.

This policy will be adopted by the Governing Body of Honiton Community College and reviewed every two years.

Document Change History

- Toil Forms 1 and 2 added 3rd December 2014

Toil Form 1

Honiton Community College



“Success for All”

WORKLOAD ANALYSIS FORM

Please use this form to identify additional hours required to be worked to complete Honiton Community College duties outside your normal contracted hours.

Name:

Date of Request:

To be completed by Staff Member Requesting to Work Additional TOIL hours			
Justification for Additional hours:			
Proposed dates of extra work:	Hours required:	Position within Working Week: (Please tick as appropriate)	
Date:	Hours:	After normal working hours	<input type="checkbox"/>
Date:	Hours:	Before normal working hours	<input type="checkbox"/>
Date:	Hours:	Saturday	<input type="checkbox"/>
Date:	Hours:	Sunday	<input type="checkbox"/>
Date:	Hours:	Bank holiday	<input type="checkbox"/>
		College holiday	<input type="checkbox"/>
Employee Signature:		Date:	
Line Manager Signature:		Date:	
ELT Authorisation:		Date:	
By signing this form you are agreeing that the above employee is required to work additional hours and as a result has a right to claim through TOIL the proposed hours stated above.			



“Success for All”

TOIL REQUEST FORM

Please use this form to request time off in respect of the additional hours previously authorised through the workload analysis form to secure leave to recover the additional hours worked.

Name:

Date of Request:

To be completed by Staff Member Requesting TOIL	
Reasons of Additional hours (attach workload analysis form)	
Request to Take Additional hours accrued as TOIL	
Number of hours requested to take as TOIL	
Date (s) to be taken	
Time request to be taken	
TOIL cover arrangements (please outline the arrangement made (if necessary) to cover your work.	
Remaining Accrual	
Employee Signature:	Date:
Manager Signature:	Date:
ELT Authorisation:	Date:
By signing this form you are agreeing that the above employee is permitted to take time off as detailed above as a result of an approved claim for TOIL.	

Line Manager:

When authorised and signed. Please return a signed copy to the employee and to ensure that the Staff Deployment Officer has a copy.