



## TOIL (Time Off In Lieu) Policy

Date of review -

Version no.	Purpose / change	Author	Date Adopted	Minute no
1	First issue	C Johnson	10 Nov 2021	2282

## Introduction

Note – the Chairman of the Council will approve the Town Clerk's applications.

Time off in lieu (TOIL) is time taken off work to recompense for additional hours worked outside of normal working hours. This policy applies to all Hawkinge Town Council officers who may accrue time off in lieu if authorised in advance by the Town Clerk.

## Accruing TOIL

1. TOIL is accrued when hours are worked outside of normal working hours for operational reasons.
2. Employees who wish to work flexitime may only accrue TOIL when additional hours are worked outside their contractual hours, as specified in their contract of employment.
3. Employees who work specific hours, not subject to the flexitime scheme, may accrue TOIL for hours worked outside their normal working hours.
4. Time off in lieu is accrued at different rates depending on when the work is done. Between Monday to Friday it is accrued at a rate of one hour of time off for every hour worked. On weekends and Bank holidays it is accrued at 1 and a half hours of time off in lieu for every hour worked. All TOIL must be authorised in advance by the Town Clerk, or by the Chairman for the Clerk, to ensure working hours do not exceed those stipulated by the Working Time regulations and adequate resource is available during core business hours of 10am to 4pm.

## Using TOIL

5. TOIL should be taken within one month of accrual.
6. TOIL must be booked in advance with the Town Clerk or if they are unavailable by the Chairman of the Council to ensure adequate resources are maintained.
7. Employees who choose to work outside of normal working hours through personal choice cannot accrue TOIL except in exceptional circumstances if approved by the Town Clerk.
8. TOIL should not be built up and accrued on a regular basis. If employees

are routinely expected to work more than their normal working hours an alternative solution should be considered.

9. TOIL, flexitime and overtime must be agreed in advance with the Town Clerk. TOIL may be more appropriate when undertaking a project or particular piece of work which requires additional working hours or for attending evening or weekend meetings or events, as this is short term and where there will be an opportunity to take TOIL once it is complete.

Overtime is more appropriate where additional working is a more regular feature of the job and it is unlikely that there will be opportunity to take time off in lieu due to the nature of the work.

Equal Opportunities - this policy is linked to our Equality Opportunities Policy to identify opportunities to promote equality and mitigate any negative or adverse impacts on groups.