

Procedures for Time off in Lieu (TOIL) Policy

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Governing Body Responsibility: Resource Management
Committee

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1. Scope

Due to the nature of contracts of employment, these procedures will generally apply to Support Staff and will, in the first instance, be discussed with a line manager. However, in exceptional circumstances where these procedures may be considered for teachers, the situation must be discussed and agreed with the Headteacher.

2. Forward Planning and Emergencies

On occasions, some staff will be working additional hours to their normal contracted hours. This does require forward planning and approval from the line manager/ budget holder in advance of the work being carried out. Line Managers should maintain a record of discussions where additional time, beyond that normally contracted has been agreed.

The school recognises that there may be 'emergency' situations and appreciate the flexibility of staff to support the ongoing care of our students/staff in these circumstances.

3. Support Staff Roles and Scope

Some support staff roles regularly require employees to be working outside term time openings or beyond the school day for pupils (8.40am to 3.40pm). For these roles, which includes but not limited to the Site and IT teams, it is appropriate that TOIL is taken for additional hours. Additional hours are defined as hours that take an employee beyond their agreed contracted hours.

For some roles e.g. those requiring staff to work on improvements to the site and infrastructure, it is often advantageous for these to be undertaken during 'school holidays.' Therefore, full-time staff (52wpy 37hpy) when approved, may add their TOIL to holidays taken in term time, providing that the needs of the school are met.

However, other roles are more specific to term-time and the presence and needs of pupils on site. This includes a number of administrative roles as well as learning support. In these areas agreed TOIL is likely to be an exception and should meet the needs of the pupils and therefore the school. It should be that TOIL is taken at a time when there is less impact on the school is minimised. It is essential that the needs of the school are met.

The preferred date for TOIL needs to be agreed in writing with the line manager prior to any time being taken off work.

4. Payment (where applicable)

In agreement with the line manager, instead of TOIL, staff would be paid for the additional hours worked. The appropriate claim forms should be completed by the employee in a timely manner and no later than two months after the work has been undertaken. If the extra work is for work of a different role or grade, the employee should be paid on that grade.

A maximum payment of additional hours has been set at one working day per term (anything above this must be discussed and agreed with the Headteacher).

5. Limitations

- Additional hours must be agreed and authorised in advance with your line manager.

- A minimum block of 20 minutes needs to be accrued
- A max accrual of hours has been set at one working day per term (anything above this must be discussed and agreed with the Headteacher)
- If TOIL is not taken by 31st March or 1 month after it is accumulated (whichever date is the latter) each year, it is lost
- The well-being and our duty of care of all our staff is key to ensure a sustainable and happy work-life balance can be maintained.

6. Review of Working Hours

It may be that if staff feel they need extra time to complete their work and they are accumulating extra hours, they should review the way they are working with their line manager to ensure they can complete work in a given time.

7. Notes for Line Managers

1. Discuss the situation with the employee.
2. If in doubt seek further advice from the Headteacher or in their absence the Deputy Headteacher.
3. Confirm arrangements in writing and also inform the Bursar.

8. Appeal

In the event of a line manager and employee not reaching agreement, the employee should make their appeal to the Headteacher.

9. Configuration History

Version:	Date:	Author	Contributors
1.0	January 2022	Headteacher	

Audit trail of change

Version	Date	Reason for Change
1.0	January 2022	New Policy

Authorisation

Name	Date	Signature
Mr N Boddington	March 2022	