

# Time Off in Lieu (TOIL) Policy and Procedures

Responsible Post Holder	HRD
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By Whom	CEO
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Family Category	Statutory

## Operational Manifesto

The following five key principles underpin our core operational values and are the basis of our operational manifesto. AELP believes in:

- 1.1 The need to ensure the availability of the highest quality and independent careers guidance and advice for learners of all ages, which most importantly dovetails to relevant and realistic employment opportunities. Championing the recognition of apprenticeship outcomes in school performance league tables.
- 1.2 The need to ensure the absolute parity of opportunity, driving social mobility, championing opportunities for the disadvantaged and narrowing social inequality, leading to both meaningful progression opportunities and also sustainable outcomes.
- 1.3 The need to ensure the combination of high quality Traineeships and Apprenticeships should be the preferred flagship routes to skills training wherever possible and practical.
- 1.4 Championing work-based and work-related learning, and the contextualised value which they bring to both the learner and their employer.
- 1.5 The need to ensure both a fair and a transparent skills funding system, regardless of actual programme, provision or the provider of that training.

## Purpose

This policy and procedure provides details of the principles for completing timesheets and accruing and claiming Time Off in Lieu (TOIL).

## Completion of Timesheets

- 3.1 When taking annual leave, record this by writing annual leave through period of absence and record normal working hours for each day e.g. 7.5 hours for daily hours of work or 37.5 for weekly hours.
- 3.2 When on sick leave, record this by writing sick leave on each day absent and record normal working hours.
- 3.3 If taking a TOIL day then write TOIL in the appropriate day and record hours worked as minus 7.5 in the debit/credit column. If taking a half-day of TOIL then record the half day as minus 3.75 in the debit/credit column and record the actual hours worked for the other half of the day in the day total.

## TOIL Procedure

Line managers and HR are responsible for monitoring the levels of TOIL that employees accrue and ensuring that accumulations are in accordance with the following procedure:

- TOIL timesheets must be kept on the P drive.
- Timesheets must be authorised by your line manager on a monthly basis and the authorisation to be kept on the P drive.
- Employees must agree in advance with their line manager any time to be worked outside of contracted hours and this time will be for specific, rather than ad hoc pieces of work
- TOIL cannot be assumed or enforced by either side and should be taken at a time when it is convenient and in line with the needs of the business.
- It is generally expected that office based employees will accrue no more than 15 hours of TOIL in each month, except in exceptional circumstances, and with prior consent from their line manager.
- If an employee has already accrued 15 hours and is asked to work additional time, the employee should inform their line manager and discuss the appropriate action.
- Managers and staff who regularly work/stay away from their contractual place of work are expected to agree acceptable working schedules with their line manager
- TOIL accrued is equal to the time actually worked regardless of whether the work is done on a weekday, weekend or bank holiday.



- TOIL may be accrued in multiples of 15 minutes. If less than 15 minutes is worked there is no time off given for this short period.
- TOIL is not to be used to accrue time to enable extra days leave to be taken.
- TOIL should not be accrued by working lunch breaks.
- If an employee considers that he/she has been unfairly treated with regard to their working hours (for example being required to work excessive hours or being unreasonably refused time off in lieu) this should be raised informally with their line manager in accordance with our grievance procedure.