



EARLEY TOWN COUNCIL

TIME OFF IN LIEU (TOIL) POLICY

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 employees. All employees may accrue time off in lieu if **authorised in advance** by the Town Clerk, Deputy Town Clerk or Operations Manager.

Accruing TOIL

TOIL is accrued when hours are worked outside of normal working hours for operational reasons.

All TOIL must be **authorised in advance** by the Town Clerk, Deputy Town Clerk or Operations Manager. The only exception to this is in an emergency situation and all effort should be made to contact the Town Clerk, Deputy Town Clerk or Operations Manager.

TOIL will only be authorised where the work can only practically be undertaken outside of an officer's normal working hours.

Accrued TOIL should be recorded on a weekly record sheet and submitted to the Town Clerk, Deputy Town Clerk or Operations Manager for signing.

Employees who choose to work outside of normal working hours through personal choice cannot accrue TOIL.

Unless exceptional circumstances prevail, the maximum number of lieu time accumulated should not exceed 20 hours.

TOIL should not be accrued on a regular basis. If employees are routinely expected to start or finish work outside of their normal working hours an alternative solution should be considered.

Using TOIL

TOIL should be taken as soon as is reasonably possible after it has been accrued.

TOIL must be booked in advance with the Town Clerk or Deputy Town Clerk and can only be taken at a time which is operationally viable.

The maximum amount of TOIL used should not exceed 15 hours in any one week.

Date of adoption: 25th November 2020

Amended: January 2023

Reviewed: 25th January 2023

Date for next review: January 2026