

| Time off in Lieu Policy | |
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| Compliance lead | Director of People, Employee Engagement and PSTE |
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Time off in Lieu (TOIL) is defined as: "time off which you are allowed to take for hours worked beyond your contracted hours".

1 Introduction

- 1.1 Ruskin Mill Trust's success relies on the skills, energies and commitment of its staff. On occasions staff may be required to work beyond their contracted hours in order to meet the requirements of the job. This goodwill and adaptability make it possible to provide a responsive and flexible service and cope with varying work demands.
- 1.2 The Trust also has a duty and is committed to protecting the health and safety of its staff by ensuring that they do not work excessive hours and that they are recompensed by taking TOIL for extra time worked. Additional hours should be agreed in advance and monitored appropriately. It is the line manager's responsibility to oversee their team's workload so that work is done within the normal working week.
- 1.3 This TOIL policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee's contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.

2 Purpose

- 2.1 This policy aims to provide guidance to managers and staff on the operation of TOIL to ensure that arrangements do not impact negatively on either the individual or the Trust.
- 2.2 This policy provides a framework to ensure consistency and that managers are mindful of their need to ensure equal treatment in relation to compensating staff for extra hours worked over and above the normal working week.
- 2.3 This policy is to ensure that everyone is following defined TOIL procedures.
- 2.4 This Policy applies to hours that are required to be worked outside of an employee's normal working hours.

3 General Principles

- 3.1 Ruskin Mill Trust recognises that TOIL allows staff to respond flexibly to service needs. In order for TOIL to be managed appropriately, the Trust and staff will adhere to the following principles:
- 3.1.1 TOIL is not a tool to be used to accrue time to enable extra days leave to be taken. Staff should generally carry out their duties within their contracted hours.
 - 3.1.2 TOIL is an exceptional rather than a routine occurrence. It is to ensure that when employees have to work beyond their contracted hours, this time can be taken back.
 - 3.1.3 Staff should plan work in advance and any TOIL that is to be accrued must be agreed in advance with an employee's line manager.
 - 3.1.4 The scheme must be utilised in the best interests of effective service provision. This requires co-operation between staff and managers to ensure adequate cover is provided as necessary.

4 Accruing and Recording TOIL

- 4.1 Staff must agree in advance with their line manager any time to be worked outside of contracted hours.
- 4.2 Staff may accrue TOIL in multiples of thirty minutes.
- 4.3 Staff should not build up excessive amounts of TOIL, or if there is a risk of this happening, then the staff member should discuss this with their line manager in the first instance.
- 4.4 Staff are responsible for completing their own TOIL record sheets and forwarding this to their line manager for approval. This completed form must then be sent to the Department of Human Resources for logging.

5 Taking TOIL

- 5.1 TOIL must be taken within six weeks of its accrual otherwise it will be lost. This ensures that hours do not accrue over an extensive period of time and that the member of staff receives the appropriate rest days.
- 5.2 Staff must obtain their line manager's approval before taking any TOIL, by completion of the usual Holiday Request Form. The time requested should be clearly designated 'TOIL'.
- 5.3 On leaving employment, all TOIL must be at a zero balance. Staff will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.