

TOIL Guidance: updated September 2023

Introduction

- Time off In Lieu (TOIL) is time off which staff are allowed to take for hours worked beyond the normal working day.
- TOIL applies to additional periods of work before/after the normal working day.
- These additional hours are sporadic or required for a limited period of time only – if it is for a period longer than a month then the Line Manager should review the overall staffing needs for the team to ensure working practices are effective.

TOIL Requirements

- TOIL may only be accumulated within a plan agreed with management. Any additional hours worked must be agreed in advance.
- If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost.
- When an employee identifies additional hours which might justify TOIL, they should raise this with his/her Line Manager in advance of the requirement to work them.
- An example would be School activities that fall outside the normal working day such as Parents Evening. Or where travel time falls outside of an employee's usual journey, e.g., travel to a conference or training that takes additional time.
- In certain instances, your Line Manager may require sign-off from your School POC. This will be ascertained when agreeing any additional hours in advance of the hours being worked.
- TOIL will not be approved where extra hours are required due to poor planning.
- All prior agreed additional hours should be recorded on our GF TOIL Record (please see attached). The reason for any additional hours should be clearly stated. If the extra time worked is fifteen minutes or less, this does not need to be documented on a TOIL Record and should be dealt with by agreement with the line manager.
- Employees should bring their GF TOIL Record to Line Management Meetings and once the date/s for TOIL have been agreed they must be diarised by both the Line Manager and Employee.
- We are an all year round team - TOIL should not be seen as an alternative to a flexitime system or as a means to achieving a term time only working pattern.
- Any TOIL accumulated should be taken within 60 days and at a convenient time agreed with line managers that does not impact on the delivery of our programme or work. TOIL cannot be carried over into the New Academic Year nor Calendar Year.
- It is recommended that lieu time be taken in school holidays although this must still be agreed in advance with your Line Manager.
- If an employee wishes to take TOIL in conjunction with annual leave (i.e., added at the beginning or end of such leave) the effect this will have on operational needs and staffing will need to be taken into consideration before agreement is given.