

## Sevenoaks Town Council

### TIME OFF IN LIEU

The Council acknowledges that its employees may be required to work additional hours in order to meet the requirements of their role and/or the organisation. In recognition of this requirement, and the subsequent flexibility required of its employees, the organisation provides Time Off In Lieu (TOIL) to the employee. Staff members are required to work with their line manager to manage the accrual of TOIL appropriately and to minimise the amount accumulated whenever possible.

Time Off In Lieu (TOIL) is accrued when an employee is required to work outside of their normal core working hours, as defined by their employment contract.

The following list is not exclusive but covers the majority of reasons why an employee would accrue TOIL:-

- Meeting with councillors that cannot take place during core office hours
- Staffing an event taking place on an evening or weekend
- Travelling in the early morning or evening to attend a conference, training or external meeting.

**\*TOIL is accumulated on single time. For every one hour worked, one hour of TOIL would be accumulated.**

TOIL is only acceptable when agreed between staff and managers.

If an employee is feeling pressured to work additional hours outside of their core hours in order to meet work pressures and/or deadlines, this should be discussed with their line manager so support can be provided and working outside of core hours is avoided.

Staff should try to seek alternatives to avoid accruing excessive TOIL and to arrange meetings and travel time within core working hours whenever practical and reasonable.

Any claim for TOIL must have the prior approval of your line manager. Only in exceptional circumstances can TOIL be awarded after an event has taken place, but the employee will be required to explain to their line manager why they were not able to obtain prior approval.

Approved TOIL must be recorded on forms supplied by the Finance Department including the reason for the additional hours being worked.

**Any time in lieu accumulated should be taken within 28 days in agreement with your line manager.** If this is not possible, the employee should inform their line manager and agree a suitable date for taking time back at the discretion of the manager. Alternatively the time will be lost.

The TOIL sheet must be updated and signed by the line manager.

Requests for TOIL should be made a minimum of five days in advance. However line managers will aim to accommodate requests made at short notice for periods of two hours or less.

On leaving the Council's employment, an employee cannot receive payment in lieu of taking TOIL. Employees will be supported to be able to take any outstanding TOIL during the notice period.

It is therefore the responsibility of staff to manage their own TOIL appropriately, with the support of management.

Staff are requested to use their judgement in managing TOIL. For example if a member of staff is required to set off from home half an hour early to attend a conference, but because it finished half an hour and they are able to go home, they will not need to fill out the form to accrue and then take the TOIL as they have already cancelled out.