



Onchan District Commissioners

Aim: To ensure staff have a healthy balance between home and work life, time accrued is taken back at the convenience of the service and the individual and as soon as possible after it has been accrued.

Time Off In Lieu (TOIL) Policy and Procedure

Draft:	June 2022
Review:	February 2025



FOREWARD

Onchan District Commissioners respects the needs of employees to take time off from work to achieve a suitable work life balance.

At times it may be necessary for you to be requested to work additional hours outside the normal working week.

The purpose of the Policy is to ensure that employees are aware of and understand the Authority's arrangements in respect of time off in lieu arrangements.

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Policy Review - History:

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Effective from:	Replaces:	Originator:	Page X of Y
August 2019	New	Chief Executive/Clerk	1 of 6
Management Team Approval:			
Board Ratification:			

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
Version 1	05/08/19	New Policy
Version 2	06/06/2022	Updated Policy

1. Scope

This Policy applies to all employees who are employed by the Onchan District Commissioners ("the Authority") including full time, part time and temporary employees.

This Policy & Procedure is not appropriate where accrual of additional hours for any reason is regularly in excess of the maximum set out below which must be addressed by other means i.e. review of the scope and duties of the relevant role.

2. Purpose

It is a requirement of some staff to attend meetings/events that take place outside of the normal working day e.g. evening meetings. In addition, the Authority recognises that on occasions it may be necessary for employees to be asked to undertake work resulting in them either having to start earlier or finish work later than normal working hours e.g. to complete urgent work.

The purpose of this Policy is to ensure that Line Managers and employees understand the contractual and management authority underpinning entitlement to accrue time and procedures for managing time off in lieu. Procedures that are in place ensure that services are maintained, there is consistency and fairness in accrual and management of time off in lieu and accurate records are maintained.

3. Definition

Time Off in Lieu ("TOIL") is defined as time taken off work in compensate for additional hours worked either as a condition of employment or **at the request of management**, outside of normal working hours for operational reasons.

4. Accrual of TOIL

4.1 Additional hours worked

Employees who **at the request of management** work beyond the full-time equivalent hours for the week in question may receive TOIL.

TOIL will start to accrue only after 30 minutes or more.

4.2 Attendance at meetings

Employees who are in receipt of basic pay or undertake any approved duty outside normal working hours may, with the Line Manager's approval accrue TOIL at time and a half (Monday to Saturday) double time (Sunday and Bank Holidays) as an alternative to payment at the same enhanced rates.

Time Off In Lieu Policy

Note: TOIL accrues only when authorised by the Line Manager and does not accrue where employees choose for personal reasons to work outside of normal working hours.

5. Procedure

5.1 Recording TOIL

Employees will be issued with a TOIL record card (see Appendix 1)

Additional hours worked at the request of management must be recorded on the TOIL record card.

Additional hours worked by attendance at meetings/events outside of normal working hours must be recorded on the TOIL card.

A maximum of 15 hours TOIL may be carried forward from one month to the next. Any hours in excess of this will be lost if not taken before the end of the month. **In exceptional circumstances only**, the Chief Executive/Clerk may authorise hours to be carried forward to the next month in excess of 15 hours.

5.2 Taking TOIL

Employees must seek approval of the Line Manager before taking TOIL.

The record card must be updated and authorised by the Line Manager

TOIL must be taken as soon as possible after it has accrued.

In the event that for operational reasons it is not possible for a request to be approved to take TOIL resulting in the employee losing hours at the end of a given month, the Chief Executive/Clerk will approve payment in lieu for hours in excess of 15 hours.

Failure to comply with this Policy will constitute misconduct and result in disciplinary action.

Appendix 1

ONCHAN DISTRICT COMMISSIONERS

NAME: RECORD OF TIME IN LIEU: 2022/23

Date	Details	Time From	Time To	+Hrs (1 x 1 ½)	-Hrs	Balance	Approved