



# DATCHET PARISH COUNCIL

## TIME OFF IN LIEU (TOIL) POLICY

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Version 1	

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## Definition of Time off in Lieu (TOIL)

Time off in lieu (TOIL) is time taken as additional leave instead of overtime pay by employees working beyond their contractual or normal working hours.

## Purpose

The purpose of this policy and procedure is to ensure that managers and employees are aware of and understand the council's TOIL arrangements.

## Principles governing use of TOIL

The requirement for overtime may be due to a variety of reasons such as an increased volume of regular work, a temporary crisis in resourcing, to cover absences, to catch up on slipping deadlines or to attend evening meetings of the council or its various committees.

## When TOIL is more appropriate

Overtime is not paid to employees on or above salary point 22 and TOIL will therefore apply.

## Accruing TOIL

Some employees often attend evening meetings which are outside of their contractual hours. This may be treated as TOIL and does not need prior agreement. The council does not encourage staff to work excessive hours and is committed to complying with the Working Time Regulations. Under the regulations employees are not expected to work more than 48 hours per week. Managers must ensure therefore, when agreeing the accrual of TOIL, that the maximum is not exceeded.

## Taking TOIL

Employees are encouraged to take TOIL as soon as possible after it has been accrued. Excessive levels of TOIL should not be accumulated and in any case should be used within 6 months of being accrued.

The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL, such as claiming more hours than actually accrued, may be treated as a disciplinary matter. A record of hours accrued and TOIL should be kept and available for inspection.

## Redeeming TOIL

Any TOIL not taken within 6 months of accrual will be lost unless there has been prior agreement between the employee and their manager to take it another specified time.

Signature:   
The Clerk

Date: 10<sup>th</sup> March 2025