



The logo for Southwell Town Council features the word "Southwell" in a large, bold, dark green font. The letter 'o' is stylized with a green leaf on top. To the right of the text are two yellow spires. Below "Southwell" is the text "TOWN COUNCIL" in a smaller, dark green, sans-serif font. Underneath that is the main title "OVERTIME & TIME OFF IN LIEU POLICY" in a bold, black, sans-serif font.

Southwell

TOWN COUNCIL

OVERTIME & TIME OFF IN LIEU POLICY

1. Standard Practice

In line with the NJC national agreement on pay and conditions of service, employees on spinal column point 23 (£33,366 per annum as of 2026) and below are entitled to additional payments when required to work:

- on Saturday or Sunday
- on public holidays
- at night
- sleeping in duty
- split shifts
- beyond the full-time equivalent hours (more than 37 hours) for the week in question.

Members of the leadership team or those above spinal column point 23 (**over £33,366 per annum as of 2026**) are expected to take time off in lieu for hours worked over 37 per week.

2. Time Off in Lieu (TOIL)

It is preferred that all staff take TOIL when reasonable and when the number of hours accrued does not warrant the expense and processing effort for overtime.

As a guideline, earning up to 21 hours (or three full working days) of TOIL is reasonable. If TOIL rises in excess of 21 hours, the staff member should begin to take TOIL as soon as possible. This does not have to be full days off, but can be coming in late or leaving early, for example. This time off should not interfere with the smooth running of the Council or Office/Grounds work.

3. Rates of TOIL and Overtime

All hours worked over the contracted hours must be documented by the employee. A simple timesheet tracker can be provided for ease of use.

It is important to note that TOIL will be taken at a rate of 1:1 for weekday work; 1:1.5 for Saturday work; and 1:2 for Sunday and Bank Holiday work. This applies to overtime payments as well, unless the weekday hours rise above 37, when overtime will be paid at 1:1.5 for hours worked over 37.

4. Procedures for Taking TOIL or Being Paid Overtime

TOIL may be taken as part of annual leave (for example if a staff member takes 10 days of annual leave, and they have accrued 3 days of TOIL, they will only use up 7 days of their annual leave entitlement). The amount of TOIL being used must be noted on any annual leave request forms. The employee is responsible for tracking and documenting all TOIL accrual and use.

POLICY, PROCEDURES AND GUIDELINES

The Administrator will keep records of all employees' annual leave, annual leave requests, TOIL requests and overtime requests/approvals/payments. These records must be up to date and digitally filed.

If overtime is being requested instead of TOIL, the proposal must be approved in writing by the Line Manager in the first instance, and then by one of the following:

- HR Committee
- Governance and Finance Committee
- Full Council
- Delegated authority (chair and vice-chair of all full committees).

5. Excessive Accruals

In cases where TOIL and/or overtime are excessive (regularly exceeding 21 hours of either), the Line Manager should have a workload review meeting with the staff member. If the workload is genuinely excessive and both parties agree that more hours are needed to complete the work, there should be consideration of one of the following:

- Increasing the contracted hours at regular pay where budgets allow and staffing procedures/approvals are followed;
- Increasing the number of staff where budgets allow and staffing procedures/approvals are followed; or
- Reducing the workload by distributing among staff or outsourcing – if within budget allowance or approved by Council.
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6. Approvals

The Clerk, or Line Manager where appropriate, are responsible for managing their staff's workload and assisting staff with time management. It is expected that there will be busier times when working in excess of the contracted hours is unavoidable. However, following the above policy and getting approvals from Council where necessary helps to stay within agreed staffing budgets and ensure transparency and appropriate use of public funds.