



## TIME OFF IN LIEU POLICY

### 1. Time Off In Lieu (TOIL)

All staff take TOIL when reasonable. The maximum earning of up to 18 hours of TOIL can be accrued at any one time. If TOIL rises in excess of 18 hours, the staff member should begin to take TOIL as soon as possible. This does not have to be full days off, it may be used by coming in late or leaving early, but the TOIL taken should not interfere with the smooth running of the Council, office or grounds work and must be agreed by your line manager.

### 2. Rates of TOIL

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

It is important to note that TOIL will be taken at a rate of 1:1 for weekday work and Council events; 1:1.5 for emergency Saturday work; and 1:2 for emergency Sunday and Bank Holiday work.

### 3. Procedures for Taking TOIL

TOIL may be taken as part of annual leave. The amount of TOIL being used must be noted on all annual leave request forms. The employee is responsible for tracking and documenting all TOIL accrual and use.

The Clerk will keep records of all employees annual leave, annual leave requests, TOIL requests and approvals. These records must be up to date and digitally filed.

### 4. Excessive Accruals

In cases where TOIL (frequently exceeding 18), 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:

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

### 5. 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 where necessary helps to stay within agreed staffing budgets and ensure transparency and appropriate use of public funds.

## POLICY, PROCEDURES AND GUIDELINES

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— policy ends here —