

Type of leave	Entitlement	Circumstances	Authorisation
TOIL	<p>Access to Time Off in Lieu (TOIL) is used in varying degrees to recompense employees who are required to carry out work in their own time in order to meet organisational or service needs.</p> <p>Employees paid at LPP19 and below are not entitled to take TOIL for hours worked in excess of 37 hours but will instead receive a payment of overtime at a rate of 1.25.</p> <p>Employees paid above LPP19 will be entitled claim TOIL at plain time rates if they work in excess of 37 hours per week as a requirement of the service and by agreement with their line manager.</p> <p>Managers are responsible for managing the need for employees to work outside of contracted hours within their service areas.</p>	<p>Where managers can demonstrate that employees should be able to complete what is considered to be a reasonable workload within contracted hours, employees should not be allowed or encouraged to use TOIL as a preferred option.</p> <p>Managers must be alert to the implications of any consistent and on-going need for work which generates TOIL in relation to overall workload and, in extreme cases, should be examining staff levels or the allocation of work.</p> <p>The use of TOIL to recompense officers covering the duties of vacant posts should be short term, primarily during the recruitment process. TOIL should not be used to avoid dealing with performance issues or to manage excessive and on-going workloads.</p> <p>Under no other circumstances should TOIL be carried forward from one leave year to the next unless it has been earned in the 12 weeks immediately preceding the end of the leave year. Then the period in which TOIL should be taken may be extended into the following leave year by a corresponding period of time.</p>	<p>All work which generates TOIL must be agreed in advance and authorised by an appropriate manager.</p> <p>It is the responsibility of Service Directors to monitor levels and use of TOIL within their services in order to identify and address resource needs and to control the budgetary implications.</p> <p>Employees must agree with their manager, at the time the TOIL is accumulated, a date by which it will be used.</p> <p>Wherever possible and appropriate the work to be undertaken should be supervised or authorised by an independent person. For example, if an employee is asked to attend an evening or weekend function, it should be authorised in advance and an appropriate officer on site asked to verify the work undertaken.</p>

Where there are genuine operational barriers to taking TOIL within an agreed timeframe, or where requests to take TOIL within a previously agreed timeframe are refused by the appropriate manager because of operational difficulties, TOIL may be carried forward from one period to the next i.e. 12 weeks. If lieu time has been booked and the employee becomes ill, the time will be re-credited on production of a fit note as with annual leave and sickness absence.

Unless a specific agreement has been reached between an employee and manager in unusual and exceptional circumstances, no employee should be allowed to accumulate more than 20 hours of TOIL in any four-week period.

Employees leaving a Service or the Council with outstanding TOIL must take the time accrued prior to their last day of employment. No payment will be made for outstanding TOIL.

Once agreed in advance and the work carried out, TOIL should be recorded with a clear agreement as to when it must be used by.

TOIL cannot be taken in advance of accrual.