



## Keighley Town Council

### Time off in Lieu (TOIL) Policy

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#### APPENDICES

None

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#### Purpose

The Council recognises that it may be necessary for employees to undertake work outside of their normal core working hours (e.g., to attend evening meetings, or to complete urgent work).

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where it is necessary for them to work additional hours, they are appropriately recompensed.

The purpose of this policy is to ensure that Employees are aware of and understand the Council's time off in lieu (TOIL) arrangements so that they are applied consistently.

#### Scope

This policy and procedure applies to all Employees of Keighley Town Council.

#### What is Time Off in Lieu?

Time Off in Lieu (TOIL) is defined as time taken off work by Employees in recompense for additional hours worked outside of their normal working hours.

#### Accruing TOIL

Employees are required to record daily attendance on an electronic timesheet. Employees are responsible for accurately completing their individual timesheet and the Line Manager is responsible for ensuring the accuracy of information on the timesheet and the continuity of workflow.

Where an Employee has been asked to attend an event at a location which is not in their usual place of work they may also record excess travel time as part of their working hours i.e. travel time to the event / meeting minus normal travel to work time.

Managers must ensure that the Employees working hours adhere to the requirements of the Working Time Regulations. If the Employee's weekly working hours exceed the 48-hour maximum, the Line Manager must ensure that the employee completes an opt-out form.

If the employee is regularly required to work additional hours, managers are advised to undertake a review of working arrangements.

Excessive levels of TOIL should not be accumulated. The maximum level of TOIL that can be accumulated at any one time is 7 working days for full time staff or the equivalent pro rata for

part time staff. The maximum deficit level of TOIL that can be accumulated at any one time is 1 working day.

In circumstances where Employees are unable to take TOIL due to work pressures, they may carry the TOIL over the maximum level. However, this TOIL must be taken as soon as practicably possible.

TOIL is not intended to be used to accumulate extra leave, neither is it a system to accumulate leave due to individuals own work preferences. Any suspected abuse of TOIL may be treated as a disciplinary matter.

### **Redeeming TOIL**

TOIL can only be taken if agreed by the Employees Line Manager. Any requests will be considered in line with operational requirements.

TOIL can only be taken subject to sufficient hours accrued. Unless in extreme circumstances.

Extreme circumstances would be an Employee having a sick relative. This would normally be treated as unpaid leave, but employees may make up the time under their TOIL agreement.