

TIME OFF IN LIEU

POLICY STATEMENT

1. POLICY OBJECTIVE

The success of the Council is founded upon the skills, energies and commitment of individual employees. Many give generously their time and much beyond the call of duty. Without our employees' goodwill and adaptability it would not be possible to provide the responsive services and cope with work demands which spill over from day to evenings and into the weekends.

It is inevitable that some employees will perform duties on occasions outside of Chorley's Flexi Time bandwidth of 8am to 7pm.

When this happens a system of time off in lieu (TOIL) is available to compensate for otherwise lost personal leisure time.

This policy does not apply to employees in receipt of basic pay at or below point 28. These employees are covered under the National Conditions of Service – Part 3, Section 2 Working Arrangements.

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POLICY PROCEDURE

1. GENERAL PRINCIPALS

Employees should ordinarily perform and organise their duties during normal working hours (8am – 7pm) except where the employee is required to attend visits, meetings, conferences or other duties outside of these normal working hours. As far as it is reasonably practicable to do some employees should arrange visits and other appointments in office hours.

Time of in lieu is not to be accumulated or approved in such a way that a change to normal working arrangements results (e.g. every Friday taken as a TOIL day). TOIL is exceptional rather than a regular occurrence.

TOIL will be allowed on a plain time basis (e.g. if 5 hours have been accumulated outside the bandwidth then 5 hours will be allowed to be taken as TOIL. There are no grounds for any enhancement.

This policy applies only to Officer's who are point 29 and above. All employees in receipt of basic pay at or below point 28 and who are required to work beyond flexi-time bandwidth will be covered under the National Agreement on Pay and Conditions of Service – Part 3, section 2.

2. PROCEDURE

As far as practicable employees must agree with their line manager that specific tasks/duties cannot be undertaken in normal working hours and therefore TOIL will result.

Employees must record the date, time, duration and reason for 'out of hours' duties on the TOIL Credit and Debit Record – appendix 1.

At the end of each week the employee should calculate the additional time engaged in 'out of hours' duties (the TOIL hours). The TOIL must be adjusted up or down to the nearest quarter of an hour.

Lunch times will not be included for TOIL use. Employees will normally be expected to take at least half an hour for lunch when working at weekends.

Participating employees may only carry over a maximum of 3 days (21hours 45minutes for full time employees) in any 4-week period, where accrued TOIL hours exceed 3 days these hours will be lost at the end of the 4-week period. It is envisaged that TOIL should be taken as soon as possible after it has been accumulated.

3. PROCEDURE FOR TAKING LIEU TIME

Employees must obtain their line manager's approval in advance of any lieu being taken. When approved the date and time off should be recorded on the TOIL Credit and Debit Record and the balance of TOIL hours adjusted (also to the nearest quarter of an hour). Whilst it is hoped that line managers will allow employees maximum flexibility under the scheme, it must be noted that due to work requirements, it may not be possible to enable employees to take the time that they have requested.

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TOIL should be taken as either full days or as half days. TOIL time taken should be recorded on Win Time and in the 'notes' section the new balance should also be recorded.

Any TOIL hours accrued and not used prior to leaving the Councils employment will be lost. No pay in lieu will be made.

4. PROCEDURE FOR MANAGERS

Managers must ensure that:

- Record sheets are accurately completed by employees and that employees are not claiming additional hours or overtime in respect of hours claimed as TOIL.
- TOIL is not accrued unnecessarily or taken in such a way that there is an undue adverse affect on services.
- Employees work normal office hours in so far it is compatible with service delivery.

5. SPECIAL CIRCUMSTANCES

Where an excessive amount of work is required to be undertaken outside of the flexi-time bandwidth or where it will be impossible for an officer to take TOIL during the 4 week rolling period because of work commitments, as an alternative to accumulating TOIL an appropriate rate of pay should be considered.

Accumulated TOIL time should not be converted into overtime payments.

Such payments should be the exception and approval for such payments must be gained by the Corporate Director and Corporate Director Human Resources.

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Appendix 1

TIME OFF IN LIEU CREDIT AND DEBIT RECORD

| NAME _____ | | | | | | | | | | | DIRECTORATE _____ | | | | | | | | | | | | |
|-------------------------|----------------|-----------------|--------------|----------------------------------|-------------------|----------------|-------------|--|--|--|--------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Date of credit or debit | Credit Time In | Credit Time Out | Credit Hours | Official Reason For Credit/Debit | No of Hours Taken | Credit Balance | Approved By | | | | | | | | | | | | | | | | |
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