



Time Off In Lieu (TOIL) Policy

Policy and Finance Approved: October 2014
Reviewed: October 2025
Due for Review: October 2028

1. Purpose and Scope

This policy sets out how Time Off In Lieu (TOIL) is accrued, recorded, and taken by employees who work additional hours beyond their contracted hours.

It ensures fair and consistent treatment of all staff and compliance with the **Working Time Regulations 1998 (as amended)**.

The policy applies to all employees of the organisation, except where alternative arrangements are specified in individual contracts or collective agreements.

2. Approval of Additional Hours

Employees must obtain prior approval from their line manager before undertaking any work outside their contracted hours.

Unauthorised additional hours may not qualify for TOIL.

3. Recording of Additional Hours

All additional hours worked must be accurately recorded, including the date, duration, and reason for the work.

These records must be verified and signed off by the authorising manager.

4. Requesting TOIL

Requests to take TOIL must be made in advance using the organisation's approved process and authorised by the relevant manager.

5. Notice Period for TOIL

For TOIL requests exceeding four hours, employees should normally provide at least **48 hours' notice**.

Managers will make every effort to accommodate requests, subject to operational needs.

6. Consideration of Requests

All TOIL requests will be given reasonable consideration. Approval will depend on factors such as staffing levels, workload, and service requirements.

7. Use of Accrued TOIL

TOIL must normally be taken **by the end of the month following** the month in which it was accrued.

This ensures fair and timely management of working hours.

8. Expiry of TOIL

Except in exceptional circumstances (to be agreed by the manager), any TOIL not taken within the timeframe set out in clause 7 will be **forfeited**.

9. Maximum TOIL Accrual

A maximum of **37.5 hours** (equivalent to one standard working week) may be accrued at any one time.

Employees who reach this limit will not be eligible to accrue further TOIL until some has been taken.

10. Compliance

This policy is designed in accordance with the **Working Time Regulations 1998 (as amended)** and **ACAS best practice**.

Managers and employees must ensure that TOIL arrangements do not result in staff working in excess of statutory limits on weekly working hours or minimum rest breaks.