



MARTOCK PARISH COUNCIL

Time off in lieu (TOIL) and Overtime Policy

This policy was adopted by the Council at its meeting on 27th July 2016.

1. Overtime and TOIL statement

- 1.1. Martock Parish Council (the Council) recognises that the nature of its work means that on occasions staff will be needed to work outside recognised working hours. However, the Council acknowledges its duty to protect the health and safety of its staff by ensuring that they do not work excessive hours. It is a Line Managers' responsibility to oversee their team's workloads so that the work is done within accepted normal working week.

2. Definition of Terms

- 2.1. Time off in Lieu (TOIL) is defined as time taken off to compensate for planned (or occasionally unplanned) time worked in addition to contracted hours. There is no provision for overtime to be paid under TOIL.
- 2.2. Overtime Pay is defined as extra pay claimed as a result of additional hours worked to contracted hours. It can be planned or occasionally unplanned. Unless an employee has a contractual entitlement to overtime or it has previously been authorised by the appropriate Line Manager any claim for overtime will not be considered.

3. Who is covered by this policy?

- 3.1. This policy applies to all Martock Parish Council employees. All staff (except those employed below NJC SCP 15) may accrue time off in lieu if **authorised in advance** by their manager. Staff employed below SCP 15 will not be expected to accrue TOIL but will be paid **pre-approved** overtime.

4. Accruing TOIL or Overtime

- 4.1. TOIL is accrued when hours are worked outside of normal working hours for operational reasons. All TOIL must be authorised in advance by the Line Manager (or the Personnel Sub-Committee in the case of the Parish Clerk or Community Services Coordinator).

5. Authorisation

- 5.1. Whenever possible employees should not work additional hours and only then if it has been agreed in advance by their Line Manager. It is recognised that there are occasionally exceptional circumstances, e.g. when an employee is delayed and is unable to contact the Line Manager, in which case authorisation in advance may not be possible.

6. Working Hours

- 6.1. Employees may not work more than 48 hours a week unless agreed by their Line Manager in accordance with the Working Time Regulations and by signing a 48-hour opt out form. If any employee regularly works additional hours, then working hours may need to be formally amended to reflect this. Typically, no more than 14 additional hours should be worked in a four-week period. This will apply on a pro-rata basis for part-time staff.

7. Record Keeping

- 7.1. Additional hours should be recorded on a Time off in Lieu Form (see appendix 1) or Overtime Form as appropriate. The reason for any additional hours should be clearly stated. If the

extra time worked is fifteen minutes or less, this does not need to be documented on a Time In Lieu Form and should be dealt with locally and informally by agreement with the line manager.

8. Taking time in lieu (TOIL)

- 8.1. Taking back any time in lieu must be agreed by a line manager according to service needs and should be recorded on a Overtime/TOIL claim Form. Any time in lieu accumulated should be taken within 28 days. If this is not possible, the employee should inform their Line Manager and agree a suitable date for taking time back at the discretion of the manager. If not, the time will be lost.
- 8.2. Normally no more than one day at a time should be taken back at any one time, at the discretion of the Line Manager. Taking back time owed in lieu should not be used as an alternative to taking annual leave. If an employee wishes to take TOIL in conjunction with annual leave (i.e. added at the beginning or end of such leave) the effect this will have on operational needs and staffing will need to be taken into consideration before agreement is given.
- 8.3. Part-time employees who may be attending meetings or training, as identified in their Personal Development Plan, on days not usually worked may use the TOIL Form to record additional hours worked. The same procedure should be followed for taking time back. Any additional time worked or taken back should also be recorded on the TOIL/Overtime record form.

9. Overtime

- 9.1. Employees paid under NJC SCP 15 will be paid overtime for **pre-approved** additional hours at their normal rate of pay.

Martock Parish Council

Adopted Date: 27th July 2016

Review Date: 30th April 2020

Review due: April 2020

Date of Amendment	Amendment No	Details of changes made	Changed by