



TIME OFF IN LIEU POLICY

Triple C (Liverpool) as a responsible employer, undertakes the establishment of a consistent regulatory regime, within which individual staff and the organisation as a whole can operate more effectively. As such the normalisation of working practice, in particular the procedure relating to time off in lieu, is essential.

1. Scope and Application

- 1.1 Time-off in lieu systems only apply to work conducted outside your standard working hours that has been authorised in advance by your Supervisor. Any such work will contribute towards time off only if undertaken as part of a specific task previously agreed with your Supervisor as requiring extra work.
- 1.2 In order to provide a degree of flexibility to deal with personal business e.g. waiting in for a tradesperson, staff are permitted to have a debit of up to four hours on condition that:
 - The time off is agreed in advance with your Supervisor
 - Your duties are such that you can repay the time within 4 weeks
- 1.3 TOIL is not a flexitime system. Minor periods accrued during normal working practice, such as beginning work earlier in the morning, are often offset during quieter periods of the day, and therefore will not qualify.
- 1.4 Staff are discouraged from working additional hours in a week, however in exceptional circumstances when this does occur, staff must not build up more than one third of their normal working week in hours to be taken in lieu. Any time off that you accumulate must be taken within six weeks of completion of the overtime, at a date agreed in advance with your Supervisor.
- 1.5 All accrued time / approved time off must be entered upon the TOIL record relevant to you and approved by your Supervisor. Any questions relating to time off in lieu should be directed to your Supervisor in the first instance.
- 1.6 If there is a regular need to work additional hours, there should be a review of workload and working practices with your Supervisor.

2. Procedure

- 2.1 Each staff member has a time off in lieu form relevant to him/herself. It should be completed as and when necessary, retained until full and kept in their working hours file.

Policy Adopted: August 2009, Reviewed December 2012: Most recent review: September 2015