

## TOIL Policy

### **Policy Statement**

In order for our MAT to ensure organisational effectiveness, it is essential that the TOIL policy is followed fully and that TOIL time is agreed following the correct procedure and agreed in advance. Failure to do so may result in the MAT being unable to grant time in lieu.

GET recognises that from time to time employees may be required to work additional hours to accommodate additional work demands or represent the organisation outside of their usual working hours. Additional pay or time off in lieu will be offered as an option to employees who are required to work beyond their normal contract.

This arrangement is designed to ensure that an employee is not working excessive hours, to ensure work/life balance and to reward staff for their hard work and flexibility. It is not expected that time in lieu will be a standard or regular occurrence.

### **How is Lieu Time Accrued?**

Lieu time is accrued when additional hours are worked outside of your normal contractual working hours for operational reasons. It is for work that is additional to expectations of staff job descriptions. Please note that additional hours worked as part of an employee's normal day to day duties do not qualify for TOIL.

Lieu time can be accrued and taken only with the prior approval of the relevant head teacher, in line with operational requirements and in accordance with this policy. The trust reserves the right not to agree to TOIL for hours that have not been agreed or are not evidenced appropriately.

Lieu time can be claimed where the additional time worked exceeds 60 minutes and should be redeemed as soon as possible after it has been accrued to avoid an excessive amount accumulating.

Line managers must ensure that the use of time in lieu is not excessive and does not expose the organisation to staff shortages.

Individuals are responsible for collating all relevant information relating to TOIL, this will be passed onto the Headteacher and COO who will keep a record.

### **What is TOIL? ('Time off in lieu')**

Lieu time is time off which employees are allowed to take instead of receiving overtime pay, for hours worked beyond their official role.

### **Purpose of this policy:**

The purpose of this policy is to ensure that all staff:

- \*Understand what types of work qualify for TOIL.
- \*Understand the circumstances where time in lieu may be granted.
- \*Understand how and when time in lieu may be booked and agreed.
- \*Are aware of the procedures for logging and booking time in lieu.
- \*Are treated consistently.

### **Requests to Take TOIL**

- \*All TOIL requests will be considered by either Head Teachers, Associate Heads, the COO or the CEO in line with operational requirements.
- \*All requests for TOIL must be made directly to the Head Teacher, Associate Heads and confirmed by COO
- \*Requests for TOIL need to be made at least 1 month in advance. If the request is received less than one month before, managers will try to accommodate but the needs of the trust will be considered first.
- \*The MAT will respond to a request for TOIL within 1 week. If the Head is unable to agree to a TOIL request, they should discuss the reasons for this with the employee.
- \*Requests for TOIL cannot be backdated beyond 1 academic year unless agreed.

### **Teaching on a Saturday**

Staff who teach at Saturday Plus or Achievement School are undertaking paid work and will be paid at a rate of £15 per hour for support staff and £30 per hour for teaching staff.

Saturday Plus staff and Achievement School staff, who work weekly will normally be paid and will not automatically qualify for TOIL unless previously agreed

### **Outreach and Teaching School Work**

When outreach or Teaching School work incurs, additional time pay or TOIL will be offered to the individual involved. They will have to follow the same procedures to qualify, making a request through the appropriate manager.