



Cowbridge with Llanblethian Town Council

Time Off In Lieu (TOIL) Policy

1. Purpose

The purpose of this policy is to outline the rules and procedures for the accrual and use of Time Off In Lieu (TOIL) to ensure fair and consistent treatment of employees within Cowbridge with Llanblethian Town Council.

2. Scope

This policy applies to all employees of the Cowbridge with Llanblethian Town Council who may be required to work hours in addition to their contracted hours.

3. Definition of TOIL

Time Off In Lieu (TOIL) is time off work that an employee is allowed to take in place of extra hours worked. Instead of receiving overtime pay, employees can accrue time off equivalent to the additional hours worked.

4. Accrual of TOIL

- **Eligibility:** Employees are eligible to accrue TOIL if they work beyond their standard contracted hours.
- **Prior Approval:** All additional hours must be approved in advance by the employee's line manager or supervisor.
- **Accrual Rate:** TOIL is accrued at a rate of one hour of time off for each additional hour worked.

5. Recording TOIL

- **Documentation:** Employees must accurately record all TOIL accrued on their timesheets or through an approved electronic tracking system.
- **Verification:** Line Managers must verify and approve the recorded TOIL to ensure accuracy. The Town Clerks record's to be reviewed by the Deputy Town Clerk or in their absence the Mayor

6. Taking TOIL

- **Requesting TOIL:** Employees wishing to take TOIL must submit a request to their line manager with reasonable notice, ideally at least one week in advance.
- **Approval:** Approval of TOIL requests is subject to operational needs and the discretion of the line manager. Requests will not be unreasonably denied.
- **Usage Period:** TOIL should generally be taken within one month of accrual. Any TOIL not used within this period may be forfeited, unless an extension is approved by the line manager due to exceptional circumstances.
- **Maximum Accrual:** Employees should not accrue more than 20 hours of TOIL per month. Any hours worked beyond this limit should be compensated as overtime pay or used within a specified time frame.

7. TOIL and Leave

- **Annual Leave:** TOIL is distinct from annual leave and should be recorded and managed separately.
- **Combination with Leave:** Employees may request to combine TOIL with annual leave, subject to approval.

8. Termination of Employment

- **Unused TOIL:** Upon termination of employment, any accrued but unused TOIL will be compensated at the employee's standard rate of pay.

9. Responsibilities

- **Employees:** Employees are responsible for accurately recording their TOIL and submitting timely requests to use accrued TOIL.
- **Line Managers:** Line managers are responsible for approving overtime, verifying TOIL records, and approving TOIL usage requests based on operational needs.

10. Monitoring and Review

- **Regular Review:** This policy will be reviewed every three years unless operation needs require an earlier review to ensure it remains relevant and effective.
- **Feedback:** Employees are encouraged to provide feedback on this policy to their line managers or the HR department

Approval

This TOIL policy has been approved by the Cowbridge with Llanblethian Town Council and is effective from xxxxx

This policy aims to ensure the fair treatment of employees while maintaining operational efficiency. It should be communicated clearly to all staff members and included in the employee handbook.