

Time Off In Lieu (TOIL) Policy

1. Application of this policy

This policy covers how time off in lieu (TOIL) is granted to employees. The policy confirms the arrangements for how TOIL may be accrued and how it may be taken.

TOIL is available as an alternative to paid overtime to those employees that are entitled to overtime. These employees job roles are:

- Engagement Officer
- Youth Engagement Officer
- Communications Officer
- Database / Office Administrator

For employees in senior management positions (e.g., CEO) that would not normally be paid overtime, there is an expectation that these employees will work the hours necessary to fulfil their normal workplace duties. For employees that do not fall in the above, TOIL is granted at the discretion of the employee's line manager.

TOIL is not an alternative to a flexi-time system and should only be used where there is a foreseeable need to maintain workplace output, customer and client service or the completion of any urgent projects.

The Company will only authorise TOIL if other arrangements such as revising annual leave requests or using temporary staff are not possible.

2. Accruing TOIL

Employees must not work any additional hours, with the expectation of accruing TOIL, without seeking the advance agreement of their line manager.

TOIL will be authorised by a line manager if there is a business need for the additional hours to be worked, an event or an activity that requires additional hours, cover for absent employees, and other business reasons that may arise from time to time.

TOIL will not be granted for any period of time which is less than one hour, and TOIL will not be authorised which will take the employee over their TOIL limit.

The line manager will authorise the amount of time that can be worked and confirm that this can be taken as TOIL at a later date.

3. TOIL bank and TOIL limit

Accrued TOIL is added to the employee's TOIL bank. As TOIL is accrued, details are sent by the line manager to the employee within five days of the TOIL being authorised. TOIL records are available from the CEO.

The Company permits TOIL to be accrued until they reach a maximum limit. The TOIL bank may not exceed this amount during any rolling three month period. The maximum amount of TOIL that may be accrued during the rolling three month period is ten hours. Any TOIL requests that will cause the TOIL bank to exceed that amount will be refused.

TOIL not taken within two months of that date upon which it was accrued will be lost. TOIL accrued and not redeemed will be lost with no monetary compensation offered.

4. Requesting TOIL Hours

Employee's that wish to redeem their TOIL hours as time off work are required to submit their request giving two weeks' notice. TOIL redemption must be for a minimum of three hours.

Using TOIL to extend a period of holiday will not normally be permitted.

Some or all of the TOIL hours may have a specific period set for when they should be redeemed. The line manager that authorised the request may have specified that the TOIL hours should be taken on a specific day or week or during a specific period and this must be adhered to.

The Company may suggest to an employee that they can redeem their TOIL as part of their request for family leave.

5. Authorisation of TOIL Hours

Requests to redeem TOIL hours will be considered by the employee's line manager in line with the usual holiday request, with an emphasis on business needs such as workloads, service requirements and available staffing.

TOIL hours are taken at the employee's basic salary rate.

6. Termination of employment

Employees whose employment is terminated with notice will be required to redeem their full TOIL bank prior to their departure.

Untaken TOIL will be lost upon termination and no payment in lieu will be made. If notice is not given or worked for any reason, the accrued but untaken TOIL will be lost.

7. Approval

The HWCB Board will review and approve this policy and make any amendments to this policy on an annual basis to ensure continued legal compliance.

8. Monitoring and Review

The effectiveness of this policy, and its procedures, will be monitored and amended as and when necessary by the Chief Executive Officer. Significant changes will require the approval of the Board of Directors. They will also be reviewed periodically as part of our continuing review of organisational policies.

Policy review date December 2022