

Personnel Committee

Date:	31 October 2017
Title:	Time Off in Lieu (TOIL) and Overtime Policy
Contact Officer:	Graham Hunt, Town Clerk

Purpose of this Report

1. To provide background to the revised Time Off in Lieu (TOIL) and Overtime Policy as presented for adoption.

Background

2. The TOIL (Time Off in Lieu) Policy was last adopted in May 2011.
3. There is an existing anomaly in that TOIL rates aren't clearly defined. There are therefore different expectations as to whether TOIL is "paid" at plain time, time and a half or double time.
4. There is also no clarity on when actual payment can be taken instead of TOIL, i.e. overtime, and at what rate.
5. The existing TOIL (Time Off in Lieu) Policy has been updated (and renamed) to provide further clarity.
6. Limitations on the amount of TOIL that could be accrued in any one period (per week or month) and requirements for its swift taking (within 4 weeks) were felt to be unnecessary, inflexible and over bureaucratic, and so have been removed.

Action Required:

7. To adopt the revised Time Off in Lieu (TOIL) and Overtime Policy.