

Thame Town Council

Time Off in Lieu (TOIL) and Overtime Policy

1. All members of staff, (except the Town Clerk who can only claim TOIL in exceptional circumstances), must agree in advance with their line manager, work which they intend to undertake outside of their normal working hours and the purpose of such work. All such TOIL will be paid at plain time.
2. In considering whether to agree to work being undertaken outside normal hours, the line manager must consider the reasons why it is/will not be possible for this work to be undertaken within the employee's normal hours of work.
3. In addition, any employee working beyond their normal contracted hours for any Town Council organised or supported event is entitled to plain time TOIL, in agreement with their line manager, preferably in advance although reasonable requests after an event will be accommodated.
4. Town Council organised or supported events will include Carnival, MiTP, Town Awards, Xmas Lights Switch-on, Remembrance, Freedom Parades as well as occasional one-off events.
5. As an alternative to TOIL, an employee can claim paid overtime, which must be agreed in advance with their line manager. Overtime is paid at plain time up to a normal week (37 hours); time and a half for hours beyond 37 Monday to Friday; time and a half for a Saturday and double time for a Sunday/Bank Holiday hour.
6. In exceptional circumstances, where an employee wishes to claim TOIL at multiple rates (as opposed to the overtime alternative), they will be considered by their line manager on a case-by-case basis.
7. TOIL should normally be taken within the Council's unofficial flexitime scheme (i.e. by working core hours only until all TOIL is taken). Where the employee wishes to take a half day or more as TOIL, this must be agreed in advance with their line manager.
8. If an employee wishes to take TOIL in conjunction with annual leave, the effect this will have on staffing will need to be considered before agreement is given.
9. All TOIL earned and taken must be recorded on the Employee's leave card or timesheets.
10. No member of staff will accrue more than 15 hours authorised TOIL per month.
11. TOIL must be taken within 4 weeks of it having occurred. In exceptional circumstances, the line manager can extend this period to 8 weeks. Any extension beyond this must be agreed by the Town Clerk.