

CASTLEREAGH BOROUGH COUNCIL

TOIL POLICY



Committee Approval: December 2007

Next Review: December 2010

Accountable Director: Director of Administration &
Community Services

Policy Author: Human Resource Manager

**POLICY STATEMENT AND PROCEDURE FOR THE ACCRUAL
AND APPLICATION TO TAKE TIME OFF IN LIEU OF ADDITIONAL (TOIL) HOURS
WORKED**

Employees who are authorised to work in excess of their weekly contractual hours will be entitled to receive:

(a) overtime payments – Scales 1 to 6 only

or

(b) time off in lieu of overtime hours worked on an hour for hour basis.
(subject to the agreement of the appropriate Sectional Manager/Director)

Where an officer takes time off in lieu of overtime the following rules will apply:-

1 ENTITLEMENT

- 1.1 Staff in receipt of overtime or other payments cannot accrue time off in lieu of overtime for the same time periods.
- 1.2 Additional hours worked attracting lieu entitlement must be formally recorded and authorised by the appropriate Sectional Manager / Director.
- 1.3 All officers, including scales 1 to 6 will only be entitled to take one hour off in lieu of each additional hour in excess of their weekly contractual hours worked. No enhancement will be applicable to Saturday, Sunday or Bank Holiday working.
- 1.4 Time off in lieu cannot be accrued for time spent on residential courses / visits / seminars except where Saturday or Sunday working is required. Under these circumstances only overtime hours worked up until the official completion of the working day would normally attract lieu time entitlement.
- 1.5 Normally no more than two days per month should be accrued for time off in lieu, which must be taken by the end of the following month. **Any additional accumulation of more than 2 days is at the discretion of the manager in line with operational requirements.**
- 1.6 Time worked in excess of the standard working day may be claimed for accrual of lieu time purposes.
- 1.7 There is a clear distinction between extra hours worked by individuals as part of the flexible working hours arrangements (flexi-time), and additional attendance outside core time which may attract overtime payments or time off in lieu if appropriate. Hours credited to the flexi time total will not attract a payment of overtime as an alternative to credit leave. Likewise attendance which is authorised as overtime / TOIL should not be added to the flexi time total.

2 APPLICATION TO TAKE TIME OFF IN LIEU

- 2.1** All requests to take time off in lieu of overtime are at the discretion of the Council and must be approved by the appropriate Sectional Manager / Director. Approval to take time off in lieu will not be unreasonably withheld. **Requests for lieu time must not adversely affect the effective running of the department as assessed by the Sectional Managers / Director on each occasion.**
- 2.2 Time off in lieu should normally be taken per day or half day.

3 MONITORING OF TIME OFF IN LIEU

- 3.1 All time taken off in lieu of overtime should be recorded and approved on the TOIL record sheet (refer appendix) and monitored by the Sectional Manager / Director.

