



## Central England Area Quaker Meeting

### Time off in lieu (TOIL) Policy

#### ***Principles of TOIL***

Due to the nature and demands of your work there are circumstances in which you may be required to work additional hours outside your contracted hours. In such circumstances your manager may agree to you accruing and taking TOIL rather than receiving paid overtime.

The decision to allow TOIL is made at the discretion of your line manager, and permission must always be obtained prior to the additional hours being worked.

You will accrue TOIL based on the number of additional hours worked, but this should not normally amount to more than half your weekly hours of work unless there are exceptional circumstances as agreed by your line manager.

TOIL should be taken within six weeks of the additional hours being accrued and any outstanding hours not taken within this time will be forfeited.

Please note that travel on CEAQM business outside of normal working hours will not routinely attract TOIL, however any application for TOIL arising from travel in these circumstances will be considered on a case by case basis.

#### ***Monitoring***

TOIL is monitored and managed by individual Meeting or Branch for whom the employee works. It is the line manager's responsibility to ensure that the employee does not work excessive hours and that the TOIL is appropriately taken.

#### ***Taking TOIL***

TOIL is requested via your Annual Leave and Time Off in Lieu of Overtime form and should be submitted to your line manager to consider at least 48 hours before the TOIL is due to be accrued, or as far in advance of the date TOIL is to be accrued as possible. TOIL will not be agreed retrospectively.

Payment will not be made for any outstanding TOIL not taken when an employee leaves CEAQM, unless the employee has been unable to take the time off due to operational requirements or illness and prior agreement has been made with the line manager.

End.