Time Off in Lieu (TOIL)

Your manager might have to ask you to work different hours to your usual ones or you may need to work additional hours. If you think it is likely you will need to work additional hours (e.g. to complete a task or if you are working on a specific activity outside of your usual working hours) please speak with your manager before working these additional hours. Where additional hours are agreed in advance you may claim up to a maximum of 2 days (pro-rated for part timers accordingly) TOIL per month which must be used within 3 calendar months of these hours being worked. Any additional hours above this may be claimed as overtime with the correct preauthorisation from your manager. Generally, it is preferred that TOIL is taken in the first instance before any overtime is claimed.

If you are a manager or work in Central Services, please confirm with your manager in advance if you are taking Time off in Lieu or will be claiming an overtime payment.

- You must pre-agree any extra hours worked with your manager and when you will be taking the associated TOIL.
- Please send an email to your manager to confirm the arrangement and any authorised TOIL will be added to the HR system.
- The additional hours worked should be taken back as soon as possible and no later than 3 calendar months from these hours being worked unless you have specifically agreed a plan with a senior manager.
- They may have to tell you when you can or cannot take the TOIL at the time you have indicated.
- Please make sure your calendar clearly shows when you are and aren't working.
- All TOIL must be taken before your employment with PACE ends.

TOIL is not likely to be given if you haven't planned your work well enough or if you are poor at time management. If you can't achieve all your regular tasks during the hours you are contracted to work, please speak with your manager.

All TOIL is paid at your basic rate of pay.

This policy is for the occasional times when you work additional hours. If staff want to make a request to change their working hours (for a short period of time or permanently) please refer to the Flexible Working Policy.