

Oakmeadow C E Primary & Nursery School



TIME OFF IN LIEU (TOIL) POLICY FOR ALL STAFF

Reviewed and adopted: March 19

Next Review due: March 21

INTRODUCTION

From time to time employees may be required to work longer hours to accommodate a pressing work issue, attend meetings or represent the organisation outside of their usual working hours.

Time off in lieu of paid overtime will be offered as an option to employees who are required to work hours beyond their normal contractually weekly hours.

This arrangement is designed to ensure that an employee is not working excessive hours and to ensure work/life balance. ***It is not expected that time in lieu will be a standard or regular occurrence.***

PURPOSE

The purpose of this policy is to ensure that:

- All staff have an understanding of the use of time in lieu arrangements in the organisation.
- All staff are aware of the procedures for time in lieu.
- All staff are treated consistently.

POLICY

Time in lieu can be accrued and **taken only with the prior approval of the Head.**

No TOIL will be authorized during move up weeks, in order to support a fluid transition to the children's next year.

No TOIL will be authorized during the week before or after a school holiday unless there are exceptional circumstances and there is full support from the Headteacher. This is in order to support the children around holiday time.

If individuals choose to stay late to complete work without prior approval, then they will not be eligible to make a request for time in lieu and will need to discuss the matter with the Head teacher.

The Head shall ensure that the use of time in lieu is not excessive.

TIME IN LIEU PROCEDURES

RESPONSIBILITIES

It shall be the responsibility of the Head implement this policy and monitor its effects.

The Head shall be responsible for authorising all instances of time in lieu.

PROCEDURES

Time off in lieu will be agreed and negotiated between the Head and the individual, where time in lieu is granted it will be based on the following:

- Residential will accumulate 2 days for a full week and 1 day for a 3 day residential.
- Overtime will be agreed with the Head and individuals based on the event and time given = TOIL accumulated. Additional activities out of school (e.g. A trip that requires a later night/ weekend activity) will earn TOIL.

At times, Time off in lieu maybe calculated in 15-minute intervals, and can be claimed where the additional time worked exceeds 30 minutes.

TOIL cannot be accrued after April of each academic year. Any additional hours during May/ June and July will be paid.

Time in lieu of more than 5 days may not be accrued by any one employee. No more than two days a month can be taken as time in lieu, normally in one day blocks. Time in lieu leave must be taken at a time approved by the Head and at the convenience of the running of the school, it should not be at the detriment to this. There will be exceptions to this (eg time off to attend a relatives wedding etc) and these will be reviewed as individual cases as and when. Staff must fill out a 'Request for leave Form'.

Time in lieu should be redeemed as soon as possible after it has been accrued and within a 12-month period. No TOIL will be carried forward to another academic year (with the exception of key staff or specific reasons).

TIME IN LIEU FOR THE HEADTEACHER

Guidance relating to time in lieu for Headteacher is highlighted in:

1. The Shropshire Council 'Inspire to Learn' Summer Term 2018 Appendix Booklet: 'Headteachers' wellbeing & work life balance.'

'When meetings are held in the evening, **allow the Headteacher to gain the time back** either by coming in later the following morning (respect the 11 hour gap before returning to work) or allow the Headteacher to 'bank' the hours for a time when he/she really needs to redress the balance between work and personal matters.

Governing Bodies need to be proactive in exploring this issue with their Headteacher, to challenge them to watch out for contra-indications such as health issues, stress, reduced attendance etc.'

2. School Teachers Pay and Conditions Document 2018

The School Teachers Pay and Conditions Document Page 44 47.2 /47.3 confirms Dedicated Headship time.

47.2. Dedicated headship time states:

'A headteacher is entitled to a reasonable amount of time during school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.' During Dedicated Headship Time, the Headteacher may work at home or offsite.

The Headteacher will update governors annually regarding time accrued and time in lieu taken.