

PO196 TOIL POLICY AND PROCEDURE

Policy

TOIL (Time Off In Lieu)

CVS Falkirk recognises that from time to time, in accordance with the service we offer, employees may be required to work outside of their normal working pattern and agreed hours, in order to fulfil the organisations objectives and obligations. We do not provide a formal flexible working scheme but rather operate a Time off in Lieu system (TOIL).

In line with CVS Falkirk's PO59 Environmental Policy, all recording and requesting of TOIL is conducted online, to allow the reduction of paper usage within the organisation.

Hours of Work

Your normal hours of work are detailed in your Contract; it is your responsibility to ensure that you attend punctually for work and follow all timekeeping and absence procedures.

Travel Time Outside of Normal Working Hours

From time to time you may have to travel for the better and proper execution of your duties. In circumstances where this is out with your normal working hours you will be permitted to accrue TOIL for a maximum of 1 hour pre and 1 hour post your start and finish time.

Any additional time must be approved by the CEO in advance. We will not be in breach of this policy should we refuse any additional TOIL for travel out with these limits. However you must as far as is reasonably practicable ensure all journeys are conducted during your normal working week. Any travel which is outside your normal working week must be agreed and authorised by your Line Manager or the CEO.

Overtime

In order to meet operational requirements, you will be required to work additional hours as directed by your Line Manager or the CEO. We do not pay overtime, rather any additional hours worked accrue TOIL.

Accruing TOIL

TOIL is accrued according to the following table:

When extra hours are worked	Entitlement to TOIL
Weekday	1 hour for each hour worked
Saturday	1.5 hours for each hour worked
Sunday	2 hours for each hour worked

All additional hours worked and TOIL accrued must be approved in advance by your Line Manager or the CEO. TOIL being accrued must be in quarter hour intervals.

All employees have a responsibility to plan their hours of work to minimise additional working hours wherever practicable, so TOIL will only be granted for exceptional circumstances, or where attendance at an out-of-hours meeting is essential.

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Where practicable, employees attending an evening meeting should aim to start later on the same day, such start time being agreed in advance with their line manager, subject to operational requirements.

No more than 21 hours TOIL can be held 'in balance' at any time. Once you have accrued the maximum 21 hours, we refuse the right to allow you to accrue any more TOIL, and to insist that you take some of this TOIL before allowing you to accrue any further TOIL.

Guidance

Recording TOIL

TOIL accrued and taken is recorded on your DO26 Timesheet, as detailed in PO191 Timesheet Policy.

Taking TOIL

TOIL has to be agreed in advance with your Line Manager, and such requests can be refused subject to reasonable operational requirements. All requests must be made by email at least 2 working days before it is to be taken. You should retain the email reply authorising the request for your own records.

No more than 2 consecutive days TOIL can be taken at any time.

TOIL being taken can be in blocks of 1 hour, half (3.5 hours) or a full (7 hours) day.

All TOIL must be taken within 3 months of being accrued.

TOIL balances cannot be carried across into the next leave year, so employees are reminded to allow plenty of time to take accrued TOIL before the start of the Christmas/New Year holidays each year.

Breach

Any employee accruing or taking TOIL out with the required advance notice periods above, or without prior approval, or found to be fraudulently recording TOIL, will be subject to the organisation's PO51 Disciplinary Policy.

Related Policies:	PO51 Disciplinary PO191 Timesheet
Related Documents:	DO26 Timesheet
Version:	2.0
Published:	February 2014
Review Date:	February 2016, or earlier subject to changes in legislation