



Every Moment Matters

TIME OFF IN LIEU SUPPORT STAFF POLICY

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Introduction

This policy applies to all Support Staff employed by Perran-Ar-Worthal CP School. It does not form part of an employee's contract of employment and may be reviewed and revised from time to time in line with current best practice and statutory requirements and to ensure the school's needs are met. Staff will be consulted and notified of any changes.

The success of the school is founded on the skills, energies and commitment of its employees. On occasions, some staff may be asked to work outside their contracted hours in order to meet the needs of the school. Without this goodwill and flexibility, it would be difficult to provide a responsive service or cope with work demands.

On occasion, the hours worked by employees may exceed their contracted hours. This may be due to: evening meetings, sickness cover, school trips, or there may be an occasional unplanned yet urgent need to extend the working day. TOIL allows staff to respond flexibly to unexpected service or personal needs as well as respond to the occasional need to vary the timings of the service provision, such as irregular meetings or seminars. In addition, if a member of staff has an unexpected commitment in their personal life not covered by the absence management policy, TOIL can be agreed and made up at a later date; examples being a request to attend a school meeting for a dependent which cannot be scheduled outside working hours or an emergency dentist's appointment.

Time off in Lieu [TOIL] applies to additional periods of work beyond normal contracted hours, it does not apply to lunch periods.

Aims and Purpose:

- To set out a framework for how TOIL is managed within Perran-Ar-Worthal School.
- To ensure all staff understand their responsibilities before working beyond their contracted hours and how to record and take TOIL.
- To ensure everyone is following defined TOIL procedures.

Who does this policy apply to?

This policy applies to support staff only. It does not apply to teachers or senior leadership due to the nature of their work and contracts.

Responsibilities

Perran-Ar-Worthal School recognises that TOIL allows staff to respond flexibly to the school's needs. In order for TOIL to be managed appropriately, Perran-Ar-Worthal School Leadership and staff will adhere to the following principles:

1. TOIL is not a tool to be used to accrue time to enable extra days leave to be taken. If an employee wishes to take TOIL in conjunction with school holidays (i.e., added at the beginning or end of such leave) the effect this will have on operational needs and staffing will need to be taken into consideration before agreement is given.
2. TOIL is an exception rather than a routine occurrence. It is to ensure this time can be taken back when employees have to work beyond their contracted hours. It also allows staff to respond to crisis in their personal lives which fall outside the scope of the time off for dependents/absence management policy (*this can be found on our school website under 'other policies'*).

3. TOIL that is to be accrued must be agreed in advance with the headteacher.
4. TOIL should not *result in changes to normal working arrangements, for example every Friday afternoon becoming a TOIL afternoon or working through lunchtimes and leaving early each day.
5. The scheme must be utilised in the best interests of effective service provision. This requires cooperation between staff and leadership to ensure adequate cover is provided as necessary.

*Exceptions may be made if a staff member has a specific medical condition or need.

Accruing and Recording TOIL

- Taking time back in lieu must be agreed by the headteacher according to service needs and should be recorded on the Time in lieu claim form (see appendix 1) with the reason for any additional hours clearly stated.
- Staff should not build up excessive amounts of TOIL, except in exceptional circumstances and with prior consent of the headteacher.
- TOIL will not be granted for periods of less than 15 minutes, except in exceptional circumstances.
- Staff are responsible for completing their own TOIL claim sheet. This will be provided by the Finance Secretary on a monthly basis. A record of your TOIL will then be kept by the Finance Secretary.
- Staff should not accrue more than one day a month in TOIL, except in exceptional circumstances and with prior consent of the headteacher.
- Staff TOIL records will be monitored by the Headteacher and Finance Secretary.

Taking TOIL

- TOIL must be taken within the school year of accrual unless agreed in advance with the headteacher. TOIL accrued and not redeemed in this way will be lost.
- Staff must obtain approval before taking any TOIL, by obtaining authorisation from the headteacher (see appendix 2). Staff will be required to give sufficient notice of any request. Staff TOIL records sheets will be monitored by the Headteacher and Finance Secretary.
- On termination of employment, all TOIL must be at a zero balance. Employees will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.
- No more than 1 day of TOIL can be taken at a time, unless under exceptional circumstances and it has been agreed with the headteacher.
- Existing procedures will remain for all other authorised absences such as annual leave or sickness. TOIL will be treated the same as any other form of leave (School Holidays), therefore if you are unwell on a day, you have booked time off it will not be possible to claim this time back.

Policy Implementation

- The Headteacher and Governing Board are responsible for ensuring the implementation of this policy and that regular reviews take place.
- All staff have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and training.
- The TOIL policy and its operation depend on mutual trust. Any suspected abuse of TOIL may be treated as a disciplinary matter.

