



TIME OFF IN LIEU POLICY

The Time Off In Lieu (TOIL) Policy was first adopted by the Council at its meeting held on 13th March 2025. It will be reviewed annually.

	Date	Minute Reference
Adopted	13/03/2025	24/414
Next Review	February 2026	

1. Application of this policy

- 1.1 This policy covers how time off in lieu (TOIL) is granted to employees by Nazeing Parish Council. The Policy confirms the arrangements for how TOIL may be accrued and how it may be taken.
- 1.2 TOIL is not an alternative to a flexi-time system and should only be used where there is a foreseeable need. It is expected that all duties should be carried out as part of the normal contractual working hours.

2. Accruing TOIL

- 2.1 Employees must not work any additional hours, with the exception of accruing TOIL, without seeking advance agreement of the Chairman of the Personnel Committee or another member of the Personnel Committee, duly delegated to take this role.
- 2.2 TOIL may be authorised if there is a need for additional hours to be worked, for example cover for an absent employee and other Council reasons that may arise from time to time, but not to cover day to day duties as per the job description.
- 2.3 TOIL will not be granted for any period of time which is less than 60 minutes nor that would take the employee over their TOIL limit.

3. TOIL bank and TOIL limit

- 3.1 Accrued TOIL is added to the employee's TOIL bank. TOIL records are available from the Chairman of the Personnel Committee, or their nominated committee member.
- 3.2 The Council will permit TOIL to be accrued until they reach a maximum limit. The TOIL bank may not exceed this amount during any rolling two-month period. The maximum amount of TOIL that may be accrued during the rolling two-month period is 8 hours. Any TOIL requests that will cause the TOIL bank to exceed that amount will be refused. TOIL not taken within three months of the date upon which it was accrued will be lost. TOIL accrued and not redeemed will be lost with no monetary compensation offered.

4. Requesting TOIL hours

- 4.1 Employees that wish to redeem their TOIL hours as time off work are required to submit their request via email to the Chairman of the Personnel Committee, or their nominated committee member, giving 2 weeks' notice.
- 4.2 Using TOIL to extend a period of holiday will normally be permitted, subject to the Council's needs.

5. Authorisation of TOIL Hours

- 5.1 Requests to redeem TOIL hours will be considered by the Chair of the Personnel Committee, or their nominated committee member, in line with the usual holiday request, with an emphasis on Council needs such as workloads and available staffing.

6. Termination of employment

- 6.1 Employees whose employment is terminated with notice will be required to redeem their full TOIL bank prior to their departure.
- 6.2 Untaken TOIL will be lost upon termination and no payment in lieu will be made. If notice is not given or worked for any reason, the accrued but untaken TOIL will be lost.

End of policy.