

Bishop's Stortford Baptist Church (BSBC)

Time Off in Lieu (TOIL) Policy

Purpose

The aim of this policy and procedure is to ensure that staff members may, if circumstances demand, accrue hours worked in excess of their normal working hours and claim them back in a timely fashion. It also aims to ensure that BSBC is not left understaffed at any one time.

Definition

Time off In Lieu (TOIL) is time off which staff are allowed to take for hours worked beyond the normal working day. TOIL applies to additional periods of work either before or after the normal working day.

TOIL is an exceptional rather than a routine occurrence. It is to ensure that when employees have to work beyond their contracted hours, this time can be taken back.

Principles

Staff should plan work in advance and any TOIL that is to be accrued must be agreed in advance with an employee's line manager.

TOIL should not result in changes to normal working arrangements – for example, working through lunch times and leaving work early each day.

TOIL does not apply to lunch periods. Staff should take an appropriate lunch break each day. If lunchtime meetings are necessary, then staff must be allowed to take a break either before or after the meeting.

TOIL is not a tool to be used to accrue time to enable extra days' leave to be taken. Most duties should be carried out as part of normal contractual working hours.

TOIL for additional time worked that amounts to less than 30 minutes in any one day cannot be claimed.

TOIL may be accrued up to 14 hours (pro rata for part time staff), in any one month with the agreement of your line manager.

Any hours in excess of this 14-hour limit will be discounted unless otherwise approved by the Church Officers

TOIL cannot be claimed in advance, except in exceptional circumstances, which would need approval by the Church Officers.

TOIL may only be claimed back at a time agreed with your line manager

TOIL must be taken as soon as practicably possible after it has been accrued and must always be taken by the end of the following month in which it has been accrued, otherwise it will be discounted.

The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL will be treated as a disciplinary matter.

On leaving employment, all TOIL must be at a zero balance. Staff 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.

This policy was adopted by the Trustees on 12th October 2020 and will be reviewed every three years.