

Dover Park Primary School

Policy for managing Time off in Lieu (TOIL)

Date policy last reviewed:

1st October 2025

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Policy Content

This Time Off In Lieu (TOIL) Policy outlines the conditions under which employees may accrue and take time off in lieu of additional hours worked. The policy ensures fair and consistent treatment across the school.

2. Definition of TOIL

Time off in Lieu (TOIL) applies to additional periods of work beyond normal contracted hours. It does not apply to lunch periods. SLT should ensure that staff take the appropriate lunch break each day to ensure compliance with Working Time Regulations.

Time in Lieu is accrued when additional hours are worked outside of your normal contractual working hours, for operational reasons. The main reason for accrual will be attendance at development days as these are generally outside of normal term time working.

3. Scope

This policy does not form part of an employee's contract 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.

Due to the nature of contracts of employment, this policy will generally apply to Support Staff.

This policy does not cover the payment of additional hours, which is covered in the Pay Policy.

Existing procedures and policies will remain in force for all other authorised absences.

4. Limits on Time off in Lieu

TOIL may only be accrued when additional hours are worked at the request or with explicit approval of the Headteacher.

TOIL is accrued on a time-for-time basis (e.g. one hour of work earns one hour of TOIL).

Up to one day per academic year can be booked to be taken as Time off in Lieu. Any hours accrued after one TOIL Day has been taken should be claimed as overtime hours, in the usual way.

Time off should be taken as a full day rather than in hour blocks.

If TOIL is not taken by the end of the academic year, the time will be lost and unable to be taken.

To maintain appropriate staffing levels, only one member of staff will be permitted to take TOIL at a time. Requests will be considered in the order in which they are received.

Remaining staff are expected to be flexible in supporting cover arrangements as needed.

5. Taking Time off in Lieu

Time off in Lieu should be booked by completing both an overtime form to logged the additional hours worked along with an absence request form. A copy of the form can be found in the office.

TOIL should be taken at a time when the impact on teaching, learning, and school activities is minimal. TOIL cannot be taken on the first or last day of a term.

A minimum of one week's notice is required when trying to book time off for TOIL.

6. Request and Approval Process

Staff must complete an Additional Hours form and an Absence Request form, both are available from the Office.

The completed forms should be submitted to the School Business Manager, who will pass it to the Headteacher for approval.

No TOIL is approved until the form is returned with the Headteacher's signed authorisation.

Once approved, the absence will be recorded, and arrangements for cover will be discussed as needed.