



Time Off In Lieu (TOIL) and Overtime Payments

Time Off in Lieu (TOIL)

Employees are not automatically entitled to accrue TOIL when they work outside of normal working hours.

TOIL must be expressly approved in advance by the line manager.

Employees who are specifically required by their Manager to work outside normal working hours will normally be entitled to TOIL. All TOIL is on a strict one for one basis and no enhanced hours are given for TOIL. A record of the TOIL worked must be recorded on the employee's annual leave sheet.

Employee will not be allowed to take TOIL where there are insufficient hours to cover the time off required nor can they have negative TOIL hours.

Overtime Payments

Staff are not automatically entitled to overtime payments when working outside of normal office hours. Employees who are specifically required by their line manager to work outside of normal hours and where TOIL is considered by management not to be appropriate overtime payments may be given.

Overtime must be expressly approved in advance by the manager and there must be sufficient money within the budget to afford the overtime.

Overtime is not allowed for any period of time under 30 minutes. TOIL should be used for short periods of working outside of normal working hours.

Overtime rates are paid in accordance with national conditions of service.

Please Note :

In accordance with the STPCD conditions of service Teaching staff are expected to work additional hours as necessary to fulfil their professional duties and therefore do not normally receive any TOIL / Overtime payments; unless, they are part-time staff and it involves work outside of their normal contracted part-time hours, when these principles apply.