**University of St Andrews Students’ Association**

**Time Off In Lieu (TOIL) Policy**

**Introduction**

The Association recognises that, even with careful work planning, in the nature of the business it will sometimes be necessary for staff to work more than their contractual hours.

In certain situations this may be compensated by extra pay (overtime pay), which unless otherwise stated will be at the employee’s normal hourly rate. This will always be the case for casual staff. However, for salaried staff, time off in lieu (TOIL) will in almost all cases be the more appropriate solution. Overtime pay will rarely be authorised and only in cases where it has been agreed in advance with the employee’s line manager, or in exceptional cases where TOIL cannot be granted because the Association requires the employee to work due to business demands.

Note that for staff on grade 4 or above, the General Manager must authorise any compensation for working overtime other than TOIL.

This policy sets out the conditions under which TOIL will operate in the Association.

**Scope**

This policy applies to salaried employees only. It does not apply to casual staff, contractors, sabbatical officers, nor any other role. TOIL is only granted where significant extra time has been required: this is currently defined as being in excess of 15 minutes in a single working day.

**Authorisation**

Excess work should ideally be planned, i.e. agreed between the employee and line manager, and authorised by the line manager in advance. The exact number of hours does not need to be specified until the form is completed (see below), but the line manager and employee should plan and agree any instance where a significant amount of extra work over the normal contracted hours (and hence a TOIL application) is anticipated due to business demands. Line managers can authorise TOIL retrospectively but employees should note that this is not automatic. Line managers will need evidence that additional time was required to justify a retrospective application.

**Procedure**

If a salaried employee wants to claim TOIL, they should complete the attached form once the amount of TOIL is known. This will normally be on completion of the extra hours. In any event the application must be made within a month of the time being worked. TOIL must be claimed in increments of 15 minutes i.e. 30 minutes, 45 minutes, 1 hour etc.

**Use of TOIL**

TOIL should be used at the earliest opportunity and in any event within three months of the application being granted. TOIL not taken in this time will be deemed lost, unless this is because the employee had no opportunity to take TOIL due to business demands.

**UNIVERSITY OF ST ANDREWS STUDENTS’ ASSOCIATION**

**APPLICATION FOR TIME OFF IN LIEU (TOIL)**

|  |  |  |
| --- | --- | --- |
| **NAME** | **DEPARTMENT** | **POSITION** |
|  |  |  |

**HOURS APPLIED FOR**

|  |  |  |
| --- | --- | --- |
| **DATE** | **TIMES** | **TOTAL HOURS** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PLEASE EXPLAIN REASON FOR APPLICATION**

|  |  |
| --- | --- |
| **SIGNED** | **DATE** |

**TO BE COMPLETED BY LINE MANAGER**

**APPLICATION APPROVED/NOT APPROVED (Delete as applicable)**

**IF APPLICATION IS NOT APPROVED, PLEASE EXPLAIN WHY**

|  |  |
| --- | --- |
| **SIGNED** | **DATE** |