

## Time Off In Lieu (TOIL) Policy

<b>This document is relevant to:</b>	
Staff	✓

### Purpose

Permission to work extra hours and the granting of TOIL will be considered on a case by case basis but the following principles will apply.

### Policy

Employees must gain their line manager's permission, to work or take TOIL. Line managers must monitor the work done and permission must be granted for all work outside of normal hours.

Employees must keep a record of the TOIL that they have worked on the Dorset Mind TOIL form/timesheet. This will be checked by line managers and submitted to them at the end of each month. Completed forms will be held on file to enable use of the system to be monitored.

The maximum amount of TOIL which can be accrued by full time staff is 14 hours. This will apply on a pro-rata basis for part time staff.

Where it is agreed or required that an employee work outside of their normal hours they will, subject to these conditions, be granted an equal amount of TOIL.

TOIL should be taken within one calendar month of being accrued.

Where TOIL in excess of the usual limit has been accrued and operational requirements make it impracticable for it to be taken within one calendar month then a maximum of two months can be allowed for the TOIL to be taken. This must be agreed with the Chief Executive in advance.

Line managers will try to allow TOIL to be taken at times agreeable to the employee however where a mutually acceptable time cannot be agreed then line managers will inform employees of when TOIL must be taken.

## **Responsibilities**

The Chief Executive is responsible for managing this policy and overseeing its implementation. Managers are responsible for implementing the policy within their areas of work, and for overseeing adherence by staff. Every member of staff should take personal responsibility for conforming to it.

## **Associated Policies and Procedures**

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*The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy*

## Policy Ownership

Policy Name	Version	Doc ref
TOIL Policy	1.0	TOIL Policy

Policy Owner	Chair of Trustees
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## Approval Status

Date adopted by Trustees	January 2016		
Date published	January 2016	Date for next review	January 2018

*Consult the Dorset Mind website for the latest version of this policy.*

## Document Control

### Reviewers

Name	Position
Chris Price	Chair of Trustees
Claire Bridges	Staff
Gary Corderoy	Trustee

## Change History

Issue	Date	Author	Reason
1.0	Jan 16	Chris Price	New policy