



## Time Off in Lieu (TOIL) Scheme & Procedure

*(Aligned with Chigwell Parish Council Employee Handbook 2025/26)*

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### 1. TOIL Scheme Statement

The Council recognises that from time-to-time staff may be required to work hours in addition to their contracted hours to meet the needs of the organisation. The purpose of this scheme & procedure is to provide a fair and transparent system for staff to accrue and take Time Off in Lieu (TOIL) instead of receiving payment for overtime.

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### 2. Scope

This scheme applies to all employees of the Council, except where specific contractual arrangements provide otherwise. It does not apply to councillors or volunteers. The Employee Handbook, and the TOIL scheme and procedure are interconnected and should not be viewed in isolation.

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### 3. Principles

- TOIL is granted on a **plain time (hour for hour)** basis, unless otherwise stated in an individual contract of employment.
- Paid overtime is not normally available.
- The use of TOIL should be **an exception, not routine**. Staff are expected to manage their workload within contracted hours where reasonably possible.
- All additional hours must be **approved in advance** by the Clerk (or, for the Clerk, by the Chair of the Personnel Committee).

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### 4. Accrual of TOIL

- Additional hours worked must be:
  - Necessary for Council business (e.g. evening meetings, community events).
  - Approved in advance by the Clerk/Chair of the Personnel Committee.
- Employees must accurately record all additional hours worked on the **TOIL Record Sheet** (Appendix A).



- TOIL should normally be taken **within three months** of accrual. Hours not taken within this timeframe may be forfeited unless exceptional circumstances are agreed.
- Employees may not carry forward more than **8 hours** of TOIL at any time. Excess hours may be lost if not taken.

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## 5. Taking TOIL

- Requests to take TOIL must be submitted in advance and authorised by the Clerk.
- TOIL should be taken at a time that does not negatively impact Council services.
- TOIL cannot normally be exchanged for payment. In exceptional cases (e.g. upon termination of employment), the Personnel Committee may authorise payment for outstanding TOIL.

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## 6. Monitoring and Review

- The Clerk is responsible for monitoring TOIL usage and balances (for the Clerk, monitoring will be undertaken by the Chair of the Personnel Committee).
- The Staffing Committee will review TOIL records annually to ensure fair and consistent application.

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## 7. Responsibilities

- **Employees:** Request approval before working additional hours, record TOIL accurately, and request time off in good time.
- **Clerk:** Approve TOIL fairly, ensure accurate records are kept, and ensure service delivery is not compromised.
- **Personnel Committee:** Oversee implementation, review usage, and resolve disputes.

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## 8. Policy Control

- **Employee Handbook Adopted by Council:** FC053/25, 24/07/2025
- **TOIL Policy adopted by Council:** FC158/25, 27/11/2025
- **TOIL Policy Review Due:** Every 2 years
- **Responsible Committee:** Personnel Committee



**Appendix A**

## Time Off in Lieu (TOIL) Record Sheet

This record sheet should be used by staff to record all additional hours worked and to track Time Off in Lieu (TOIL) accrued and taken. All entries must be authorised by the Clerk.

Date	Reason for Additional Hours	Hours Worked	Hours Approved	Running Total	Authorised By

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk Authorisation: \_\_\_\_\_ Date: \_\_\_\_\_