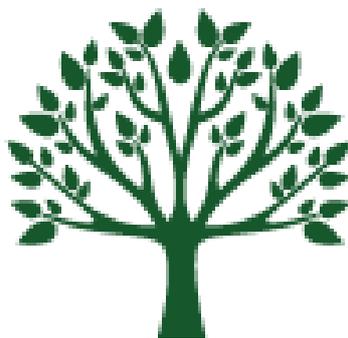


Time in Lieu Protocol



FAIRFIELD
HIGH SCHOOL

Approved by:	Board of Directors	July 2022
Signed by:	Chair of Directors	July 2022
Written by:	Nicki Emmett Finance Director	June 2022
Reviewed by:	Jayne Conway Deputy Head	March 2024

Time Off In Lieu (TOIL) protocol. (Non-Teaching/Support staff only) March 2024

Rationale

- Time Off In Lieu (TOIL) can be granted when a member of staff has accrued additional 'overtime' hours because they have been requested to do so by the school, for example to cover for sickness or to complete a specific piece of work.
- TOIL will be calculated over a school year – ie 1 September to 31 August.
- TOIL is not available for teaching staff, who are salaried for the whole year.
- INSET days will NOT count towards TOIL; if non-teaching/support staff are requested to work on INSET days, this time will be paid.
- Whole or half extra days that non-teaching/support staff may be asked to attend will NOT count towards TOIL but will be paid.
- TOIL may be accrued for short periods of time such as attendance at a staff meeting or training.
- TOIL can be requested by non-teaching/support staff if sufficient hours have been accrued. We would not normally expect classroom-based staff such as LSAs to have any time in lieu, as this would impact on children's learning, but all requests for absence should be made via the normal 'green form' procedure.
- The maximum amount of time to be built up at any point is 50% of your contracted weekly working hours. Any time over this will be paid at the end of each half term.
- There is no automatic right for TOIL to be approved at any specific time as the efficient running of the school and provision of high-quality education for our students will take priority over individual requests. However, staff who have accrued TOIL at the request of the school will be given the opportunity to take the TOIL at an agreed time.

Procedure

- Any hours to be taken which are additional to an employee's normal contracted hours should be agreed at least a week in advance by their line manager or a member of the SLT team and then logged on the central spreadsheet by HR Admin when worked.
- If you work a day that is not part of your normal contracted hours, e.g. INSET day, complete a course or take part in a trip, this will be PAID and not accrued as TOIL. It should be claimed for on the pink Overtime Claim Form found in the staffroom filing cabinet and passed to the Finance Office.
- All additional hours worked must be emailed to HR Admin along with full details of who has requested the work and how many hours have been completed. This will ensure that too many hours are not built up by an individual. Hours that are not correctly logged will not be recognised.
- If TOIL is required, a green leave of absence form must be completed as usual, approved by your line manager and the Head Teacher at least a week in advance and then logged on the spreadsheet by HR Admin.
- At the end of the summer term, should there be any 'owed' time remaining, it will be paid so that any balance of hours owing is cleared before the new school year.
- Staff who are contracted to work additional days during the school holidays must ensure the dates are recorded and reported to Juliet after each school holiday. These additional days will not be counted towards time in lieu and are already paid as part of a monthly salary.

Review

- Any queries regarding this procedure should be addressed to the Director of Finance and Administration.
- All absence requests are at the discretion of the Head Teacher who will discuss any exceptional circumstances with the Chair of Directors.
- This protocol will be reviewed in June 2026.

