

THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 72 – APPROVED 23/03/2021

PROCEDURES FOR TIME OFF IN LIEU (TOIL) POLICY

Vision Statement

*We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.*

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

Scope

Due to the nature of contracts of employment, these procedures will generally apply to Support Staff and will, in the first instance, be discussed with the line manager. However, in exceptional circumstances where these procedures may be considered for teachers, the situation must be discussed with the Headteacher.

Forward Planning and Emergencies

On occasions, some staff will be working additional hours. This does require forward planning and approval from the line manager/ budget holder in advance of the work being carried out. Line Managers should maintain a record of discussions.

The school recognizes that there may be 'emergency' situations and appreciate the flexibility of staff in these circumstances.

Support Staff Roles and Scope

Some support staff roles regularly require employees to be working outside term time openings or beyond the school day for pupils (8.45am to 3.45). For these roles, which includes the Site and IT teams, it is appropriate that TOIL is taken for additional hours. Additional hours are defined as hours that take an employee beyond their contracted hours.

For some roles e.g. those requiring staff to work on improvements to the site and infrastructure, it is often advantageous for these to be undertaken during 'school holidays.' Therefore, full-time staff (52wpy 37hpw) may add their TOIL to holidays taken in term time, providing that the needs of the school are met.

However, other roles are more specific to term-time and the presence and needs of pupils on site. This includes a number of administrative roles as well as learning support. In these areas TOIL is likely to be an exception and should meet the needs of the pupils and therefore the school. It should be that TOIL is taken at a time when there is less impact on the school. This generally applies to the Summer Term when there are fewer classes and pupils as a result of examination leave. It is essential that the needs of the school are met. The preferred date for TOIL needs to be agreed with the line manager.

Payment (where applicable)

In agreement with the line manager, instead of TOIL, staff would be paid for the additional hours worked. The appropriate claim forms should be completed by the employee in a timely manner and no later than two months. If the extra work is for work of a different role or grade, the employee should be paid on that grade.

Limitations

- A max accrual of hours has been set at one working day per term (anything above this must be discussed with the Headteacher)
- If TOIL is not taken by the end of the academic (and accounting) year, it is lost

Review of Working Hours

It may be that if staff feel they need extra time to complete their work and they are accumulating extra hours, they should review the way they are working with their line manager to ensure they can complete work in a given time

Notes for line managers

1. Discuss the situation with the employee.
2. If in doubt seek further advice from the Headteacher or in their absence the Deputy Headteacher.
3. Confirm arrangements in writing and also inform the Business Manager.

Appeal

In the event of a line manager and employee not reaching agreement, the employee should make their appeal to the Headteacher.