



Brackley Church of England Junior School

*'We are a Caring, Celebratory, Courageous, Christ-inspired Community
rooted in love.'*

Time of in Lieu Policy (TOIL) For Support Staff

Policy Ownership	Finance Committee
Statutory Requirement	No
Date reviewed & adopted by committee	8 th May 2025
Review Date	8 th May 2027

"Life in all its fullness"



Brackley Church of England Junior School



Time off in Lieu (TOIL) Policy

School Values

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Statement of Intent:

Time off in Lieu (TOIL) applies to additional periods of work **beyond normal contracted hours**. It does not apply to lunch periods. Managers should ensure that staff take the appropriate lunch break each day to ensure compliance with Working Time Regulations. This policy does not form part of an employee's contract of employment and may be reviewed and revised from time to time in line with current best practice and statutory requirements and to ensure the school's needs are met.

Aim & Purpose

- To establish a framework for how **TOIL** is managed within Brackley CE Junior School.
- To ensure all staff understand their responsibilities before working beyond their contracted hours and how to record and take **TOIL**.
- To ensure everyone is following defined **TOIL** procedures.

Responsibilities for Management and Staff

Brackley CE Junior School recognises that **TOIL** allows staff to respond flexibly to the school's needs. In order for **TOIL** to be managed appropriately, Brackley CE Junior School management and staff will adhere to the following principles:

1. **TOIL** is not a tool to be used to accrue time to enable extra days leave to be taken.
2. **TOIL** is an exceptional rather than a routine occurrence. It is to ensure that time worked by employees beyond their contracted hours, can be 'taken back'.
3. **TOIL** that is to be accrued **must be agreed in advance with the Headteacher only**.
4. TOIL time 'taken back' must be done so **at a mutually agreeable time with the Headteacher** and before the end of an academic year. TOIL cannot be carried over to a new academic year. In agreeing **TOIL** time to be 'claimed' the Headteacher must ensure that the needs of the children and school are met first.

Procedures for Management and Staff

Planning work

Any time to be worked outside of contracted hours needs to be authorised by the Headteacher before accruing.

Accruing and Recording TOIL

- Staff should not build up excessive amounts of **TOIL**, except in exceptional circumstances and with prior consent of the Headteacher.
- **TOIL** will not be granted for periods of less than one hour, except in exceptional circumstances.
- Employees are responsible for completing their own **TOIL** recording sheet.
- The recording sheet will be kept by the school Bursar.

Taking TOIL

- **TOIL** must be taken within the school year of accrual. **TOIL** accrued and not redeemed in this way will be lost.
- Staff must obtain the Headteacher's approval before taking any **TOIL**. The recording sheet will be monitored by the Headteacher and Bursar.
- On termination of employment, all **TOIL** must be at a zero balance. Employees will not be paid in lieu of accrued **TOIL** which has not been taken by the final date of employment. Any such accrued **TOIL** will be lost.
- No more than 2 days of **TOIL** can be taken consecutively.

Policy Implementation

- The Headteacher and Bursar are responsible for ensuring the implementation of this policy and that regular reviews take place.
- All support staff have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and training.
- The **TOIL** policy and its operation depend on mutual trust. Any suspected abuse of **TOIL** may be treated as a disciplinary matter