



Avenue
CENTRE FOR EDUCATION

Time off in Lieu (TOIL) Guidance Appraisal Policy 2025 - 2026

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Time off in lieu (TOIL) Guidance

Introduction

This guidance sets out the application of time off in lieu (TOIL) within the school.

TOIL applies where an employee has worked agreed additional hours above their contracted hours of employment, for business needs, and they are able to then take the time back in exchange for the additional hours worked.

This guidance 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 that school needs are met.

Scope

This guidance applies to school support staff. It does not apply to teachers or to the senior leadership team due to the nature of their work and contracts of employment.

The TOIL guidance does not apply where employees save or accrue break periods such as lunch breaks. Schools should ensure that employees take their lunch, or other breaks, as per their contracted hours of work.

This guidance does not relate to overtime or additional hour payments. Overtime or additional hour payments are only made where special arrangements have been approved in advance by the headteacher and it has been agreed in advance that the hours will be worked on this basis.

Definitions

TOIL is defined as time taken off work to compensate for **pre-planned and agreed** time worked in addition to an employee's contracted hours of employment. Examples of when TOIL may be accrued are an employee having attended a meeting/event outside of their working hours or having undertaken a specific additional piece of work outside of their usual working hours as required for the business needs of the school. In both examples, the additional hours worked would have been at the request of the headteacher or line manager.

TOIL does not include any requests to make up hours that have not been worked for reasons relating to absence covered within the school's Leave of Absence Procedure.

Working TOIL

The accrual of TOIL must be agreed in advance by the headteacher.

Time worked as TOIL must be accurately recorded. A recording sheet can be found in appendix 1. The employee should record the date, time, hours worked and reason for accruing TOIL.

Taking the time back

Time off in lieu is given back on an hour by hour basis, e.g. if an employee worked three hours in addition to their normal contracted hours, they will accrue three hours TOIL. It is not accrued on an enhanced basis.

In order to take accrued TOIL the employee must obtain the headteacher's approval in advance in the same way as annual leave is approved. TOIL should be taken at a pre-agreed time. It is not intended for use to cover ad hoc/unforeseen time off that has already been occurred. Employees should refer to the school's Leave of Absence Policy for leave of this nature. When TOIL is approved, the date and period of time taken must be deducted from any outstanding TOIL recorded.

Within our school TOIL should be taken within a month of it being accrued.

No more than one day of TOIL at any time, and no more than two days of TOIL in a month, may be taken. Only with good reason and the approval of the headteacher can these limits be exceeded.

Headteachers' responsibilities

Headteachers should ensure that TOIL hours are recorded, monitored and managed to prevent an excessive build-up of additional time worked.

It should be ensured that the working of TOIL is exceptional rather than a regular or routine occurrence and should not be accrued unnecessarily or taken in such a way as to have an adverse impact on service delivery.

Abuse of the system

If employees are found to be abusing the TOIL system (e.g. by recording time for someone else, by failing to record correct times or by claiming for hours not worked) this will be considered unacceptable and may result in disciplinary action. If an employee claims to have accrued TOIL, without prior consent of the headteacher, the headteacher may choose to not honour the accrued TOIL.

Complaints

Complaints regarding the use of TOIL or the application of this guidance should be addressed, in the first instance, to the employee's line manager. Any unresolved complaints should then be progressed through the grievance procedure.

<u>NAME:</u>				<u>JOB ROLE</u>			
Date	Reason for extra hours	Time From/To	Total time	Authorised by headteacher	Total time taken back and date	Running balance	Authorised signature