

## **OVERTIME AND TIME OFF IN LIEU POLICY**

### **SUPPORT STAFF**

#### **1. Introduction**

- 1.1 Time off in Lieu or payment for additional time worked (overtime) is only applicable to employees who have been requested or authorised to undertake a specific task or activity which has normally been approved by a member of the School / Academy Senior Leadership Team.
- 1.2 Exceptions when overtime or TOIL does not need to be approved in advance should only include emergencies or short notice requirements. For example a caretaker opening the site for an absent colleague at short notice.
- 1.3 Employees on support contracts of employment are expected to work such hours as are reasonably necessary for the proper performance of their duties and responsibilities with a normal full time working week of 37 hours (pro-rata for part time employees).

#### **2. Overtime**

- 2.1 Overtime must normally be approved before it is undertaken. Where an employee does not obtain approval in advance then overtime may not be paid. This is necessary to ensure that expenditure remains within the allocated salary budget and that there is a justifiable reason to pay overtime.
- 2.2 Overtime forms are available from the school office and pre-authorisation from a member of the Leadership team should normally be obtained before any work is undertaken. Exceptions to this arrangement apply in emergency situations as shown above.
- 2.3 Once the overtime has been completed the rest of the form should be filled in, signed by the employee and passed to a member of the Leadership for approval prior to being processed by payroll.
- 2.4 Approved overtime must normally be claimed within 2 months of being worked unless the situation made it impossible for the employee to claim the hours.
- 2.5 Overtime is paid at the normal hourly rate regardless of the number of contractual hours worked each week.
- 2.6 Different rates exist for Caretakers / Premises staff who are responsible for lettings, alarm calls and so on. It is accepted that rates differ for these job holders given the varied nature of the work.
- 2.7 The minimum period of time which may be claimed for overtime is 30 minutes.

#### **3. Time Off In Lieu (TOIL)**

- 3.1 Unless there is an emergency as outlined above, work which would accrue time off in lieu must be approved before it is undertaken. In normal circumstances if an employee does not obtain approval in advance then TOIL cannot normally be accrued.
- 3.2 Time off in lieu may be taken at a time to be agreed with the manager who in turn will not unreasonably refuse a request to take the time back.
- 3.3 Normally, no more than 2 days lieu time should be taken at any one time during term time except by special agreement with the manager.

- 3.4 Time off in lieu accrued and taken must be recorded within each School / Academy.
- 3.5 Time off in lieu should not normally be accumulated over a period of more than one term.

#### 4. Working hours analysis

- 4.1 If an employee is regularly working additional hours, an analysis of the time worked may be undertaken. Where the result is an agreement that changes need to be made to the number of hours worked or the time when work is undertaken, a temporary or permanent change to working hours will be progressed.

#### 5. General Data Protection Regulation

- 5.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

#### Document management

Review cycle:	Every two years
Next review due:	July 2020
Policy owner	Head of Human Resources
Approving body:	Board of Trustees
Equality Analysis completed:	9.8.17