



Catterall Parish Council

TOIL (time off in lieu) Policy

Time off in Lieu (TIOL) is time taken off work to recompense additional hours worked outside of normal working hours. This policy applies to all employees.

Accruing TOIL

1. TOIL is accrued when hours are worked outside normal hours for operational reasons.
2. Employees who work a specific number of hours per week; may accrue TOIL for hours worked outside those normal hours.
3. TOIL will be accrued throughout the year, depending on requirements of work.

Using TOIL

4. TOIL must be booked in advance. The Clerk should notify Councillors, the Lengthsman should notify the Clerk. This is to enable employees who have accrued TOIL to take this at a time which is operationally viable but without unreasonable delay.
5. To ensure the working hours do not exceed this stipulated by the Working Time regulations.

Version Number	Purpose/Change	Author	Date
V1.0	New model document	G. Benson, Clerk	01/12/2020
V1.1	Review – minute 3460	G. Benson, Clerk	01/12/2021
V1.2	Reviewed and reformatted – minute 3868b	E Millington, Clerk	03/10/2023