



# Bournemouth Council for Voluntary Service

Registered Charity No: 1081381 - Company Reg'd in England & Wales No: 4024662

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## **TIME OFF IN LIEU (TOIL) POLICY**

Permission to work extra hours and the granting of toil will be considered on a case by case basis but the following principles will apply:

1. Employees must gain their line manager's permission, to work or take TOIL. Line managers must monitor the work done and permission must be granted for all work outside of normal hours.
2. Employees must keep a record of the TOIL that they have worked on the BCVS TOIL form/timesheet. This will be checked by line managers and submitted to them at the end of each month. Completed forms will be held on file by the office manager to enable use of the system to be monitored.
3. The maximum amount of TOIL which can be accrued by full time staff is 14 hours. This will apply on a pro-rata basis for part time staff.
4. Where it is agreed or required that an employee work outside of their normal hours they will, subject to these conditions, be granted an equal amount of TOIL.
5. TOIL should be taken within one calendar month of being accrued.
6. Where TOIL in excess of the usual limit has been accrued and operational requirements make it impracticable for it to be taken within one calendar month then a maximum of two months can be allowed for the TOIL to be taken.
7. Line managers will try to allow TOIL to be taken at times agreeable to the employee however where a mutually acceptable time cannot be agreed then line managers will inform employees of when TOIL must be taken.

Signed:

10/5/12.

Chair of BCVS Board

Chief Executive BCVS

Date policy agreed: 22<sup>nd</sup> March 2012