



inspiring the journey for
independence together

Time Off In Lieu (TOIL) Policy

Non-Statutory

Reviewed every two years

Signed by:  (Chair of the Trust)

Date: March 2025

Date of Next Review: March 2027

1. Introduction

Time off in lieu (TOIL) is time taken off compensated for additional hours worked outside of the normal contracted working hours for your job. Accruing and taking TOIL is optional.

2. Eligibility Criteria

This policy applies to Rivermead Inclusive Trust employees and is at the discretion of the Executive Headteacher devolved to the Head of Schools and Headteachers.

3. Key Points – General Information for all Employees

- a. TOIL is accrued when additional hours need to be worked, normally outside of contracted working hours for your job, for operational reasons.
- b. All additional hours worked, where TOIL is required, must be authorised, by senior member of staff, in advance of working the additional hours. The exception to this is if hours need to be worked in an emergency and a senior manager is not available to authorise the work (i.e. outside of working hours) in which case the authorisation must take place on the next working day.
- c. Any TOIL accrued must be taken within the academic year. TOIL cannot be rolled over into the next academic year
- d. There is no option to make payment in lieu of TOIL. Any TOIL accrued and not taken within the specified timeframe will be lost. If circumstances imposed by Rivermead Inclusive Trust prevent you from taking the TOIL within the specified period, then alternative arrangements will be discussed.
- e. TOIL needs to be requested as early as possible, with a minimum of 3 weeks' notice prior to the TOIL being taken..
- f. TOIL requests cannot be agreed at the detriment of Teaching and Learning, therefore they can be refused if suitable cover cannot be organised.
- g. Only two TOIL days can be taken consecutively.
- h. PAs will keep a record of TOIL accrued and taken.
- i. A maximum of 5 days TOIL can be accrued within the school year (September – August) and must be taken in that year.

4. Implementation and Review

All parties involved in the operation of this policy have the responsibility for ensuring that the application of this policy is in line with the Equal Opportunities Policy of The Trust.

This policy will be monitored and reviewed on a regular basis to ensure that it meets the needs of the Trust and to ensure compliance with the relevant legislation.