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## Time Off in Lieu Policy & Procedure

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

## TIME OFF IN LIEU POLICY & PROCEDURE

### **Purpose**

This Policy document provides the operational framework for the granting of Time Off in Lieu (TOIL) while working at Pathways SouthWest. Where there is a dispute relating to the provision of TOIL then the procedure(s) specified within the Organisational Dispute Resolution Procedure shall be invoked.

The determination and approval of TOIL applications lies with Management.

### **Procedure**

TOIL can only be accrued when a staff member cannot complete work within their normal working hours.

TOIL can only be accrued when there are exceptional circumstances and must be pre-approved by the manager at the time. A possible example of “exceptional circumstances” is when an appointment with a client cannot be arranged during normal working hours.

In any event all applications for TOIL shall be treated on a case by case basis by Management to determine the circumstances.

TOIL shall be accrued and taken on an hour-for-hour basis.

TOIL shall be taken within three months of being accrued and, once approved, Management must ensure that the employee is allocated their approved TOIL provisions.

Where this has not been possible due to unforeseen circumstances Management is to meet with the affected employee as soon as practicable to arrange an agreed time for the approved TOIL to be taken.

The total hours accrued at any one time shall not exceed the employee’s normal working hours for a week.

When accruing or taking TOIL the following form (Appendix A) must be completed with both signatures of the employee and manager approving the TOIL.

**TIME OFF IN LIEU POLICY & PROCEDURE**

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**Time Off In Lieu Accrual Form (Appendix A)**

Date	Reason for TOIL accrued	Time accrued / taken	Balance	Employee's Signature	Manager's signature