

## 1. Introduction

1.1 Currently within the College of Paramedics (the College) there are two distinct staff groups; those that are based in the Head Office and those whose work is primarily within their own home. Some members of Head Office staff are required to travel and work at events such as meetings, Conferences and CPD events. On these occasions, the staff member will often work more than their contracted hours in one given day. The College may reimburse this time to its staff through Time off in Lieu (TOIL).

## 2. Purpose and scope of policy

2.1 This policy covers the circumstances by which TOIL may be accrued, granted and taken by Head Office Staff.

2.2 Staff who work primarily from home are expected to operate within the principles of this policy when managing their own hours and work-related activities. They should keep their own records of the hours and tasks they have completed each week/month.

2.3 In anticipation of the College HR Policy Project, due late 2017/early 2018, this policy has been written to provide procedure and guidance for line managers and staff in the interim period. It will be reviewed during the aforementioned project.

## 3. Procedure

3.1 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:

- Work in addition to normal hours may be pre-arranged between the employee and their line manager
- Work in addition to hours within each day may only accrue TOIL if the employee completes their contracted number of hours in the same week
- The line manager will keep a record of additional hours worked by each of their staff members
- Only work activities within the job description of the individual employee will be counted towards these hours unless specifically requested by the line manager ahead of time
- The amount of TOIL accrued will not exceed the amount of time worked in addition to normal hours
- The maximum amount of TOIL which can be accrued by full time staff is 37 hours per leave year. This will apply on a pro-rata basis for part time staff
- Every effort must be taken to find a mutually acceptable time to take TOIL within three calendar months of being accrued. TOIL can only be carried over into the next annual leave year if accrued in the last two months of the annual leave year.

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| Author            | First approved          | Last reviewed | Next review   |
| Imogen Carter     | December 2017           | n/a           | December 2018 |

## 4. Defining ‘out of normal hours’

4.1 Below is a list of examples of when additional hours may be worked and qualify for TOIL. Please note that this list is not exhaustive:

- Board of Trustee meetings
- National Conference
- CPD events/conferences
- Organisational meetings.

4.2 Before attending these events line manager and employee should meet to discuss the work needed, the additional hours likely to be accrued and likely start and finish times.

4.3 During these types of events the working day includes traveling time to the venue that is over and above an individual’s normal travel time to the office, time working during the event and time traveling home that is over and above their normal travel time from the office. This would not normally be expected to be outside the hours of 0700h-1900h, unless previously agreed by both employee and line manager (see Section 4.2).

4.4 When an overnight stay is involved the working day would not normally be expected to be outside the hours of 0700h-1900h, unless previously agreed by both employee and line manager (see Section 4.2).

4.5 Please note that additional hours worked as part of an employee’s normal day to day duties do not qualify for TOIL unless previously agreed by the Line Manager. It is expected that staff raise with their manager if they are unable to complete all elements of their role in their regular working hours. Managers are expected to support employees to resolve such situations.

## End of document

Policy approved by the Board of Trustees, via email, December 2017

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