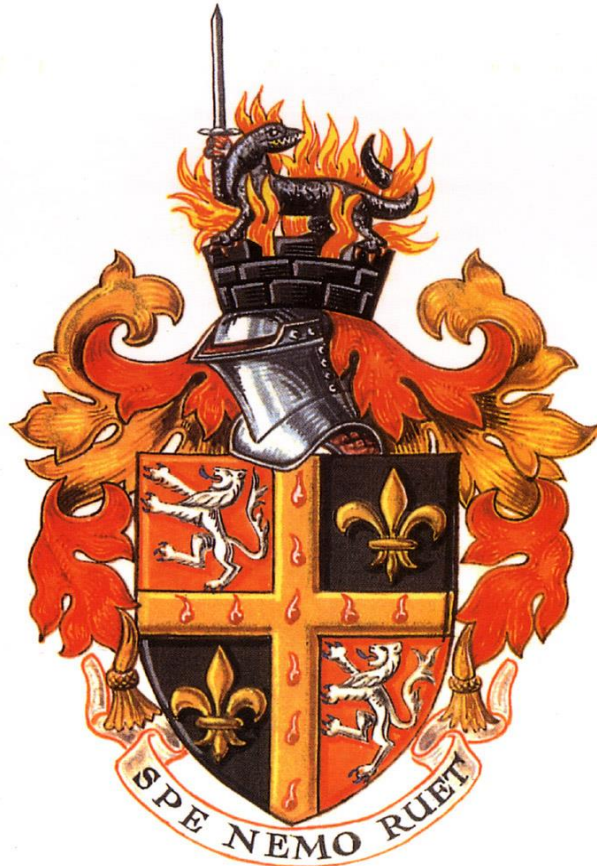


SPENNYMOOR TOWN COUNCIL



TOIL POLICY

Author of Policy:	Town Clerk
Date Effective From:	22 May 2018
Policy Review: When & By Whom	13 April 2018 Constitution Working Group
Next Review:	September 2020
Version Control:	V2

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.spennymoor-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

1. Statement

Employees accrue TOIL when working outside of normal contractual hours to staff events, take minutes at Council minutes, deal with emergencies etc.

Employees subsequently take TOIL to help ensure an effective work-life balance. However, TOIL arrangements are subject to prior approval by Managers, who must take into account the operational needs of the Council.

2. Purpose

The purpose of the Procedure is to ensure TOIL is managed fairly and consistently across the Council, in relation to the operational needs of each service area, and to inform employees of the procedure for applying for and approving TOIL

3. TOIL Guidelines

- Employees are not allowed to accrue more than 3 days TOIL, (pro rata for part-time employees)
- Employees can take a maximum of 1 day TOIL in advance of accrument in case of an emergency, (pro rata for part-time employees).
- 5 days' notice will be required to take TOIL – but this is left at Managers' discretion, subject to business needs, as it is acknowledged that Spennymoor Town Council do not give time for Doctor or Dental appointments and emergency leave is unpaid. TOIL is often taken instead for the aforementioned.
- All TOIL should be taken within the current leave year, and indeed should be taken in a timely manner after it has been accrued.
- Subject to the above, and the provisions of the Council's Sick Pay and Maternity/Paternity/Shared Parental and Adoption Leave Policies, any **untaken TOIL will not be carried over into the next financial year.** Employees **will not be entitled to pay in lieu of untaken TOIL**, except where protected employment rights apply.
- TOIL, as with Annual Leave, should be planned over the year and not 'saved' until the end of the financial year.

- Every effort will be made to accommodate requests for TOIL. However, during peak operating periods or when planned major events are taking place, approval of TOIL requests will be at the Manager's discretion.
- Where multiple requests are received in the same operational area for TOIL during the same peak period - e.g. school summer break - it may not be possible to approve all requests. In such circumstances, approval will be granted on the basis of the date the request is received. In subsequent years where the same employees request the same period, a rota arrangement will be applied.
- The operational needs of the service must be given priority over any TOIL requests.
- Any TOIL taken without the prior approval of the Manager will be classified as unauthorised absence and may result in disciplinary action being considered and pay being withheld depending on the outcome of any disciplinary action.
- Employees must advise their Manager of any changes to their TOIL plans in advance of such changes. This includes changes to dates of TOIL which will require further management approval and cancellation of planned TOIL which may require consequent changes to TOIL relief cover arrangements.

4. Procedure for Obtaining Approval For TOIL

The employee's manager must approve all TOIL in advance. Members of staff wishing to take TOIL should follow the procedure set out below in order to accommodate cover:

- All requests for TOIL should be made in writing on the TOIL Request form, at the earliest reasonable opportunity.
- The Manager will consider the application, having regard to the needs of the service and leave/TOIL already in place before a final decision is made.
- Only on receipt of a signed TOIL form authorised by the Manager, should the member of staff commit him or herself to any TOIL plans.
- If TOIL is refused, the Manager will notify the member of staff within 3 days. Failure to do this will result in acceptance of the TOIL request.

If your employment terminates part of the way through the year, you will be paid any TOIL accrued, although if working a notice period then it will be expected that every effort is made to use the TOIL. Deductions from final salary due to you on

termination of employment will be made in respect of any TOIL taken in excess of entitlement.

If an employee wishes to make a complaint regarding the application of the procedure, they should do so within the provisions of the Council's Grievance Procedure.