## Time Off in Lieu (TOIL) Policy

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| **Version:** 001 |
| **Date approved:** |
| **Date of review:** |
| **Authority to amend: Board** |
| **Related documents** |

ABCD does not generally pay staff overtime, however, time off in lieu of overtime (TOIL) arrangements are available.

TOIL may include additional hours worked due to urgent one-off project completion, training, meetings or interviews that occur outside of an employee’s normal work hours.

Overtime and TOIL can only be accrued with the prior approval of the Manager or by their properly delegated authority.

Employees who find themselves with workloads requiring ongoing overtime hours should discuss the matter with the Manager and it should be assessed as a workload management issue firstly.

TOIL is calculated on an hour for hour basis. Hours accrued will be recorded in staff wages records.

The Manager shall ensure that the use of time in lieu is not excessive and does not expose the organisation to staff shortages.

Accrued TOIL must be taken:

* at a time convenient to both ABCD and the employee, and approved by the Manager
* before any application for paid annual leave
* within three months of the overtime being worked unless an extension is approved by the Manager (or Chairperson in the case of TOIL accrued by the Manager).

Upon termination, TOIL may be paid out in accordance with the relevant award.