

POLICY

2.7 TIME OFF IN LIEU (TOIL)

Supporting Procedure:	2.7.1 TOIL Procedure	
Other Related Documents:	Policy 4.1 Code of Ethics Conditions of Service TOIL Application Request TOIL Timesheet TOIL Register	
Category:	Human Resources	
Type:	Operational	Dates:
1 st Review By:	Jane O'Malley & Patricia Sutton	05/02/2017
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Introduction

This Policy applies to all permanent full time and part time employees and stipulates the requirements of working overtime, and taking time in lieu of receiving additional salary payment.

PHCC strives to be an employer of choice and follow best practice in regards to flexible work arrangements and equity among employees. Often this requires balancing employee's personal needs and desires and those of the business to ensure that we can provide value for money and meet budget and work expectations with public and other funds. It is therefore the practice of PHCC to manage work hours with time off in lieu of additional salary costs.

Definitions

For the purposes of this Policy:

'Supervisor' is an employee who is the direct report of another employee

'Overtime' is time worked in addition to ordinary hours of employment

'In Lieu' means instead of, so the sentence *Time Off In Lieu* means *time off instead of (payment)*

'TOIL' means Time Off In Lieu (*at an hour for hour basis*)

Policy Statement

1 Approval or Requirement for Overtime

- 1.1 Overtime is not a right of employment and must be approved outside of normal employment conditions in writing by a Supervisor

2.7 TIME OFF IN LIEU

- 1.2 An Employee may be requested by their Supervisor to work overtime at any time, within the ability of the employee to accommodate
- 1.3 Overtime is only compensated for through the provision of TOIL, not overtime payment, unless approved by the Chief Executive Officer
- 1.4 Overtime includes additional hours approved to be worked on a rostered or non-rostered work day
- 1.5 Overtime does not include short casual variations to work patterns on any given day (for example leaving fifteen minutes late) which should be managed by the employee in the spirit of the Code of Ethics, and monitored by their Supervisor to ensure the employee has an appropriate workload in relation to their hours of employment
- 1.6 Overtime should be recorded in writing by the employee for verification by their Supervisor and payroll management

2 Managing Time Off In Lieu

- 2.1 The day and hours to be taken as time off in lieu must be approved by the Employee's Supervisor at least 24 hours prior to taking it
- 2.2 No more than three days of normal working hours shall be accrued
- 2.3 TOIL must be taken within the same or next payroll period in which the overtime was worked and for the equivalent number of hours of overtime that it is in lieu of; and
 - 2.3.1 TOIL cannot be accrued for multiple incidents of overtime within that period unless approved by the Employee's Supervisor
 - 2.3.2 In the event that the Employee is ceasing employment within that period, every effort will be made by their Supervisor to accommodate the provision of the TOIL before employment ceases
- 2.4 On the day employment ceases, any TOIL that has not been used is not compensated for, will be lost.