

PROCEDURE

TOIL PROCEDURE



Supporting Policy:	2.7 TOIL	
Other Related Documents:	TOIL Application Request (Word Template) Leave Application Request (Word Template) TOIL Register TOIL Timesheet (Excel Template)	
Category:	Human Resources	
Type:	Operational	Dates:
Last Review By:	Karen Henderson	10/03/2021
Issued By:	Karen Henderson	10/03/2021

Introduction

Supervisor must approve TOIL before it is worked and approve the date requested to take TOIL before it is taken.

Definitions

For the purposes of this Procedure:

‘**TOIL**’ is an acronym for Time Off In Lieu

Procedure Statement

1 TOIL Application Request Form

- 1.1 **Employee** to create a new Application for TOIL using the TOIL Application Request Form Word template
- 1.2 Save the form as a pdf in your personal folder here: [S:\Work \(PHCC\) Documents\HR \(Human Resources\)\Forms & Info\TOIL\Staff Applications](S:\Work (PHCC) Documents\HR (Human Resources)\Forms & Info\TOIL\Staff Applications) (If a folder does not already exist for you, create one).

Save like this:

Employee Number_TOIL_Officer Name_Request Date

Eg: 8018_TOIL_K Henderson_20210309

2 Section A - Request and Approval to accumulate TOIL

- 2.1 **Employee** to complete Section A, recording the reason for TOIL and estimating the hours that will be worked
- 2.2 **Employee** to sign the form and email a link to their **Supervisor** to approve, sign and save.

NOTE: Do not change the filename when signing.

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3 Section B – Record of TOIL Hours Worked

3.1 **Employee** to record the actual time worked, sign and email a link to the pdf to their **Supervisor** and the **Chief Finance Officer** for signature.

NOTE: Do not change the filename when signing.

If TOIL is worked for more than one day, use the TOIL Timesheet [Excel template](#)

3.2 **Chief Finance Officer** to record TOIL in TOIL Register and advise the applicant by email

4 Section C – Request and Approval to take TOIL

4.1 **Employee** to record request date and hours for TOIL to be taken and email link to the form to their **Supervisor** for approval

4.2 **Supervisor** to approve, sign, save and advise employee

NOTE: Do not change the filename when signing.

5 Section D - Record of TOIL Taken

5.1 **Employee** to sign and send link via email to **Supervisor** and **Chief Finance Officer**

NOTE: Do not change the filename when signing.

5.2 **Supervisor** to sign

NOTE: Do not change the filename when signing.

5.3 **Chief Finance Officer** to record TOIL taken in the TOIL Register.

5.4 **Chief Finance Officer** to stamp COMPLETE on the TOIL application.