



# STREETLIGHT UK TIME OFF IN LIEU POLICY

This policy defines overtime and provides guidance on how Time Off In Lieu (TOIL) is accrued, recorded and taken when additional hours have been worked in agreement with your Line Manager and the CEO.

## 1. ACCRUING TOIL

- 1.1. Any hours worked over your standard contractual hours are overtime. Overtime should not be worked without prior agreement by your Line Manager.
- 1.2. Employees can claim up to 1 day (7 hours) of TOIL per month for overtime worked. If overtime exceeds this within the month, TOIL cannot be accrued for any extra time beyond the first 7 hours, unless under exceptional circumstances in which the accrued TOIL is agreed with the CEO.

## 2. RECORDING TOIL

- 2.1. TOIL Records will run from January until December.
- 2.2. TOIL must be taken within a month of being accrued. Any TOIL accrued which is then not taken within a month of accrual will be void.
- 2.3. Employees are responsible for recording all time they have worked on their personal timesheet, including all overtime.
- 2.4. All accrued TOIL should be recorded on the employee's personal TOIL Record, and this record should also clearly document all TOIL that has been taken from January through December inclusive.
- 2.5. If employees have not recorded their overtime and TOIL accrued, they will not be entitled to take this TOIL.

## 3. TAKING TOIL

- 3.1. Employees can only take TOIL on a date and at a time agreed in advance with their Line Manager.
- 3.2. Line Managers have the right to refuse TOIL if this would be inconvenient for the organisation.
- 3.3. No more than 2 days of TOIL can be taken consecutively over an employee's working days unless previously agreed with the CEO.
- 3.4. The CEO should ensure that any TOIL accrued prior to termination of employment is taken if requested and where possible. This should follow the guidelines of no more than 2 days of TOIL taken consecutively over an employee's working days.
- 3.5. If no notice period is worked accrued TOIL will be void.

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