

**Policy name: Time in Lieu (TIL) and Time Off in Lieu (TOIL) Policy**

**Approved by RIAM Governance Committee: 13<sup>th</sup> May 2024**

**Approved by RIAM Governing Body: 11<sup>th</sup> July 2024**

## 1. Purpose

This policy outlines RIAM's approach to staff working hours in addition to their 35 hour nett working week defined as 'additional agreed work as part of your substantive post which is conducted outside regular working hours'. It is the responsibility of the Line Manager to ensure that approval has been given before any Time in Lieu (TIL) is accrued.

## 2. Scope

This policy applies to all administrative staff, general operatives and technical grade staff. This policy does not apply to academic staff or Assistant Principal Officers, Principal Officers or Director level staff.

## 3. Definitions

Time in Lieu (TIL) is time that a staff member works (accrues) in addition to their normal working hours.

Time Off in Lieu (TOIL) is time that a staff member takes off from work in respect of TIL.

## 4. Policy

- i. TIL may be approved by a line manager and is subject to the operational functions of the RIAM/Office/Department being met as determined by the line manager.
- ii. For audit purposes it is essential that the relevant line manager and staff member keep a record of any TIL accrued and TOIL taken.

## 5. General Principles

- i. Time in Lieu (TIL) is time that a staff member works (accrues) in addition to their normal working hours. Time Off in Lieu (TOIL) is time that a staff member takes off from work in respect of TIL.
- ii. TIL must be approved by a line manager for staff prior to the time in lieu be worked by the staff member.
- iii. For audit purposes the relevant line manager must keep a record of all staff TIL and TOIL.
- iv. Time in Lieu will be accrued on a time for time basis **except** for Public Holidays and Sundays where it will accrue on a time and half basis and should only be approved on the basis that the staff member is required to be in attendance outside of normal working hours.
- v. Whenever possible TOIL should be taken during less busy periods and must be approved by relevant line manager.
- vi. TOIL should be taken within 3 months of the TIL having being worked (accrued). Any TOIL not taken within a 3 month period (unless for exceptional circumstances which must be agreed with the line manager) will be lost. It is the responsibility of RIAM management to ensure that that the staff member has the ability to take their TOIL.

## 6. Roles and Responsibilities

- i. The TIL/TOIL form (appendix 1) should be fully completed and must be signed by the staff member and approved by the relevant line manager and retained for the file.
- ii. It is the responsibility of the line manager to ensure the staff member has worked the minimum number of hours required prior to TIL being accrued.
- iii. Details of the additional hours worked and the dates they were worked and the work that was to be undertaken must be included.

### 7. Organisation of Working Time Act, 1997

#### Provisions of the Working Time Act, 1997

To ensure compliance with the provisions of this legislation please note that if the hours worked are greater than 4.5 hours, and less than 6 hours, an employee must take a break of 15 minutes. If the hours of work exceed 6 hours, an employee must take a break of 30 minutes, which is unpaid. **The Working Time Act, 1997, limits the maximum average working week to 48 hours, this includes payment of overtime.** Weekly working time can be averaged out over a four-month reference period

### 8. Responsibility

HR is responsible for overseeing this policy.

### 9. Legislation and Regulation

[Organisation of Working Time Act 1997](#)

[GDPR 2018](#)

[Records Management and Retention Policy](#)

[Data Protection Policy](#)

### 11. Document Control

Approved by RIAM Governing body: 11<sup>th</sup> July 2024

Next review: Academic year 2027

## Appendix 1

### TIL/TOIL Claim Form

- This form should only be completed where prior approval has been agreed in advance with the line manager.
- Claims must be signed by relevant line manager.
- All provisions of the OWT ACT 1997 must be complied with and hours worked must be over and above the employee's minimum net contracted working week.

Name:

Office/Department:

Day	Date	Time from	Time to	Total Number of hours	Work carried out
Total Time in Lieu Claimed:					

Signed: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

*Please do not sign below until you have confirmed that the staff member has worked the minimum number of hours as required*

Signed: \_\_\_\_\_  
Manager

Date: \_\_\_\_\_