TOIL PRINCIPLES & GUIDANCE

Contents

August 2024

1   INTRODUCTION

In line with contractual Terms and Conditions of employment, the ability to accumulate time off in lieu (TOIL) worked beyond contractual hours is normally reserved for positions within the University's Grade 1 to Grade 6 structure. The requirement to work beyond contractual hours must be a management requirement and mutually agreed with an employee in advance.

This document outlines the key principles of the TOIL scheme within iTrent and the processes to be followed when accumulating and requesting to use TOIL hours.

2   DEFINING TOIL

Where hours are worked more than normal contractual hours, as agreed with management, the normal expectation (as detailed in contracts of employment for Grade 1 to Grade 6) is for such additional hours to be compensated by time off in lieu (TOIL) where practicable.

In addition, where hours are worked on a Customary or Bank Holiday then (with the exception of 5/7 contracts), individuals will be entitled to accrue TOIL equivalent to the hours worked on those days.

3   RESPONSIBILITIES

Senior Responsible role holder:

Normally, PVC for College, College Manager, Chief People Officer (and similar level roles), Head of Substantive Service area will be required to inform HR which roles within their area of responsibility should have a TOIL scheme available to use.

Managers:

- Will agree in advance with employees whether additional hours, beyond contractual hours, are to be worked and that the accumulation of TOIL be requested and processed via iTrent.
- Managers will review the accumulation of TOIL requests within iTrent in a timely manner.
- Managers will review the request to use TOIL hours within iTrent in a timely manner.

Employees:

- Will discuss the requirement to work additional hours, beyond contract hours, with management in advance of undertaking such hours and only proceed on management agreement.
- Employees will submit requests for the accumulation of TOIL within iTrent in a timely manner having completed the additional hours.
- Employees will submit requests to use TOIL hours for leave in a timely manner in line with the basic principles/process outlined in more detail further in this document.

Human Resources:

- To ensure TOIL scheme attached to agreed roles.
- To ensure Manager and ESS iTrent TOIL user guides are available and updated as required.

4   KEY TOIL PRINCIPLES

- Once agreed that TOIL may be used, the employee must submit a request via iTrent ESS to accumulate TOIL hours which can be booked off as TOIL leave at a future date.   The employee's TOIL balance in iTrent ESS will be updated show amount of hours available.

- TOIL can only be accrued to the nearest 15 minutes (i.e. where 4 hours 20 minutes have been worked then the TOIL will be booked as 4 hours 30 minutes).

- Any breaks taken whilst working TOIL must be recorded on the form when requesting accumulation of TOIL hours (with the exception of roles where breaks are paid).

- Where TOIL is worked over 6 hours, a minimum of a 20 minute break must be taken and noted on the form when requesting accumulation of TOIL hours (with the exception of roles where breaks are paid).

- Where a manager has not given approval to use TOIL the request to accumulate TOIL hours will be declined and the employee's TOIL balance in iTrent ESS will be updated to reflect the hours have not been agreed.

- A member of staff must submit a request to use TOIL leave hours via iTrent ESS. Time off using these hours may only be taken once approved by the manager.

- TOIL accumulated hours must be taken within 6 months of accumulating. Any accumulated hours which are a result of an approval outside the 6 month window will be lost (i.e. if 6 hours were accumulated in January and a further 10 hours accumulated in May and no TOIL leave has been taken by July then the 6 hours accumulated in January will be lost and only the 10 hours accumulated in May will still be available to book off as TOIL leave)

- Should a member of staff leave a role for which TOIL applied, any outstanding balance of TOIL hours on the leave date will be paid.

5. How should the employee submit a request for the accumulation of TOIL within iTrent?

Log in to your iTrent ESS and on the Dashboard screen, scroll down and you will see the TOIL area:

To submit a request to accrue TOIL click on 'Record TOIL'.

Complete all relevant details on the following screen:

My time

< Back to Dashboard

TOIL details

*Type (required)

Accrue

Type = Accrue

* Start date (dd/mm/yyyy) (required)

01/07/2024

* Start time (hh:mm) (required)

17:00

Start and end time = should be in 24 hr clock format

* End date (dd/mm/yyyy) (required)

01/07/2024

*End time (hh:mm) (required)

20:30

*Position (required)

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Position = select the correct position if you have multiple positions

Length of break (minutes)

30

Total time worked 3 hours 0 minutes

Length of break (minutes) = if you take a break/ work more than 6 hours in one go, you must enter a break time

Notes

Save

Then click **SAVE**

You'll notice that the 'TOIL: Current balance hh:mm' will adjust accordingly (increase) with every entry you record.

You'll receive a notification that your TOIL has been recorded and also a notification once your Line-Manager has either authorised or not authorised it.
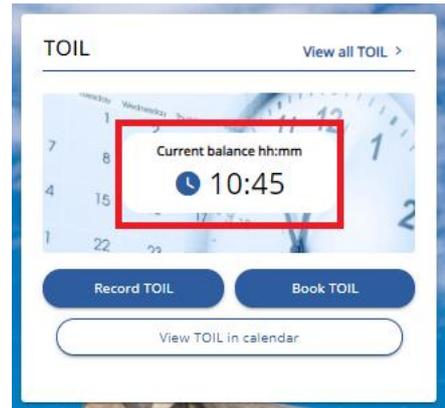
6. How should the manager review and then authorise or not authorise a request to accumulate TOIL within iTrent?

This is the same process as you would authorise or not authorise holiday requests. Once you have logged in to your iTrent People Manager and on the Dashboard screen, you can view any requests via your 'My to do list':
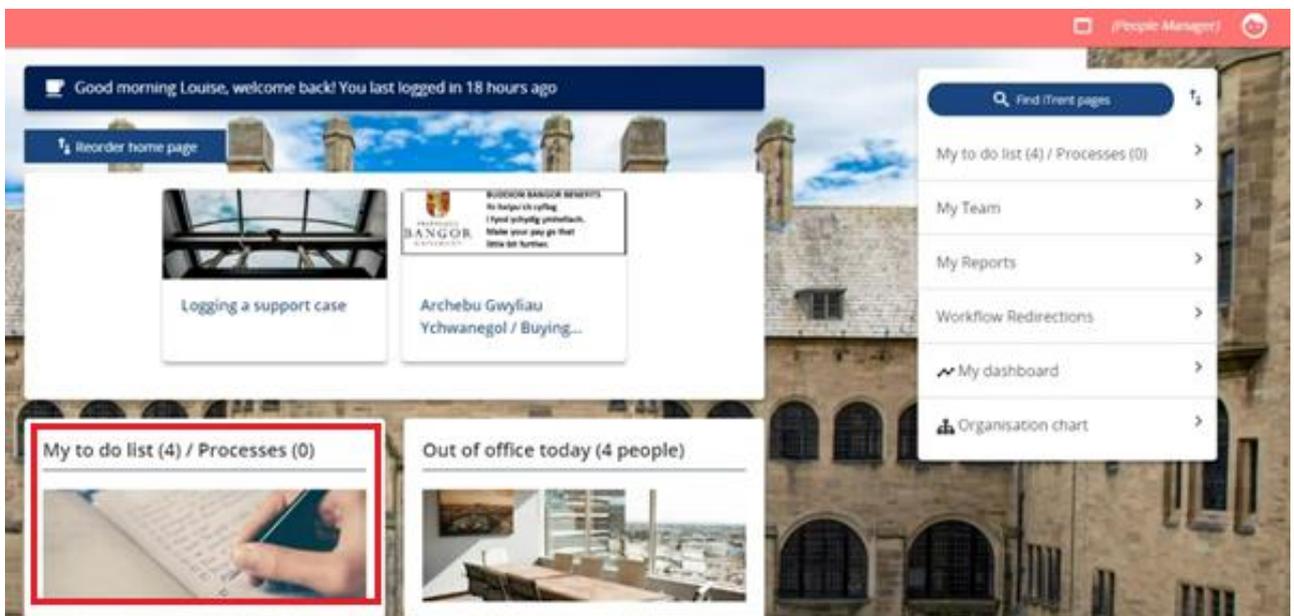
This will open up the 'Tasks and processes' screen and it's from here that you authorise or not authorise any request.　　To view a request to accrue click on any one to view:

You'll then see the details entered to accrue TOIL:

A break time must be entered if they've taken a break or have worked more than 6 hours in one go:

To **AUTHORISE** or **NOT AUTHORISE** – please go back to your **'Tasks and processes'** list.

From here tick the tick box on the left for each one or more requests that you wish to action then click Actions at the top of the list to either Authorise or Not Authorise:

If you are not authorising this request, it would be expected that you've already informed the staff member of the reason why beforehand.

7. How should the employee submit a request to use TOIL hours for leave within iTrent?

Once you have logged in to your iTrent ESS and on the Dashboard screen, if you scroll down you will see the TOIL area:

To submit a request to book leave using TOIL hours click on 'Book TOIL'.

N.B.   Please note that any leave booked using TOIL should be in hours (as you specify).   If you want to take a full day off using TOIL you must book 2 separate half days (either side of the equivalence of a 1 hour lunch break, unless you normally have a paid lunch break) i.e. to book a full day you'd need to make 2 separate entries e.g. one from 08:45 – 12:20 and the next from 13:20 to 17:00 to take account of the 1 hour lunch break entitlement (or otherwise it will deduct 8:15 hours if you book TOIL leave in one entry rather than 7:15 hours).

Complete all relevant details on the following screen:

My time

< Back to Dashboard

TOIL details

*Type (required)

Book

* Start date (dd/mm/yyyy) (required)

01/08/2024

*Start time (hh:mm) (required)

08:45

* End date (dd/mm/yyyy) (required)

01/08/2024

*End time (hh:mm) (required)

12:20

*Position (required)

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Notes

will book separate entry for the afternoon (minus the 1 hours lunch break)

Save

Type = Book

Start and end time = should be in 24 hr clock format

Position = ensure you select the correct position if you have multiple positions

Notes = enter any notes you want to explain to your manager

Then click **SAVE**

You'll notice that the 'TOIL: Current balance hh: mm' will adjust (reduce) accordingly with every TOIL booking you make.

TOIL   View all TOIL >

Current balance hh:mm

🕐 07:30

Record TOIL   Book TOIL

View TOIL in calendar

You'll receive a notification that your Booked TOIL has been made and also a notification once your Line-Manager has either authorised or not authorised it.
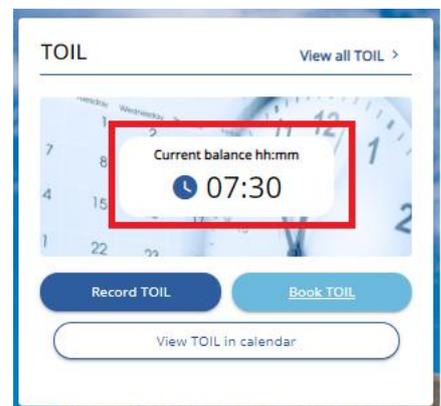
8. How should the manager review and then authorise or not authorise the request to use TOIL hours as leave within iTrent?

This is the same process as you would authorise or not authorise holiday requests. Once you have logged in to your iTrent People Manager and on the Dashboard screen, you can view any requests via your 'My to do list':
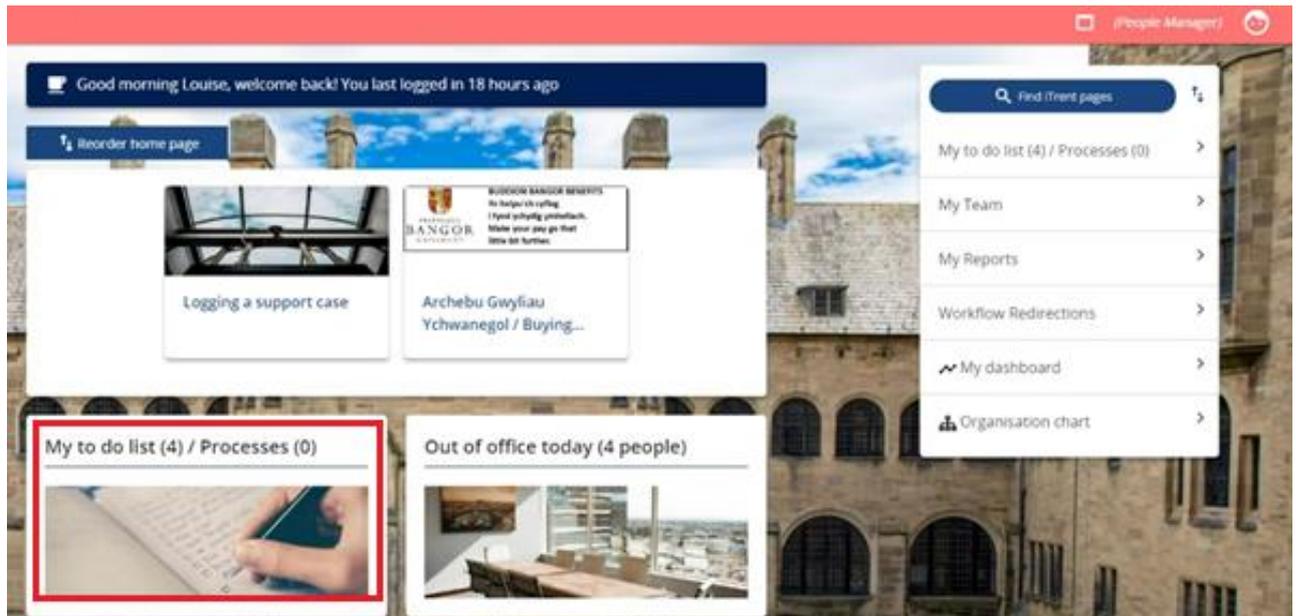
This will open up the 'Tasks and processes' screen and it's from here that you authorise or not authorise any request.

To view a request to book TOIL leave click on any one to view:
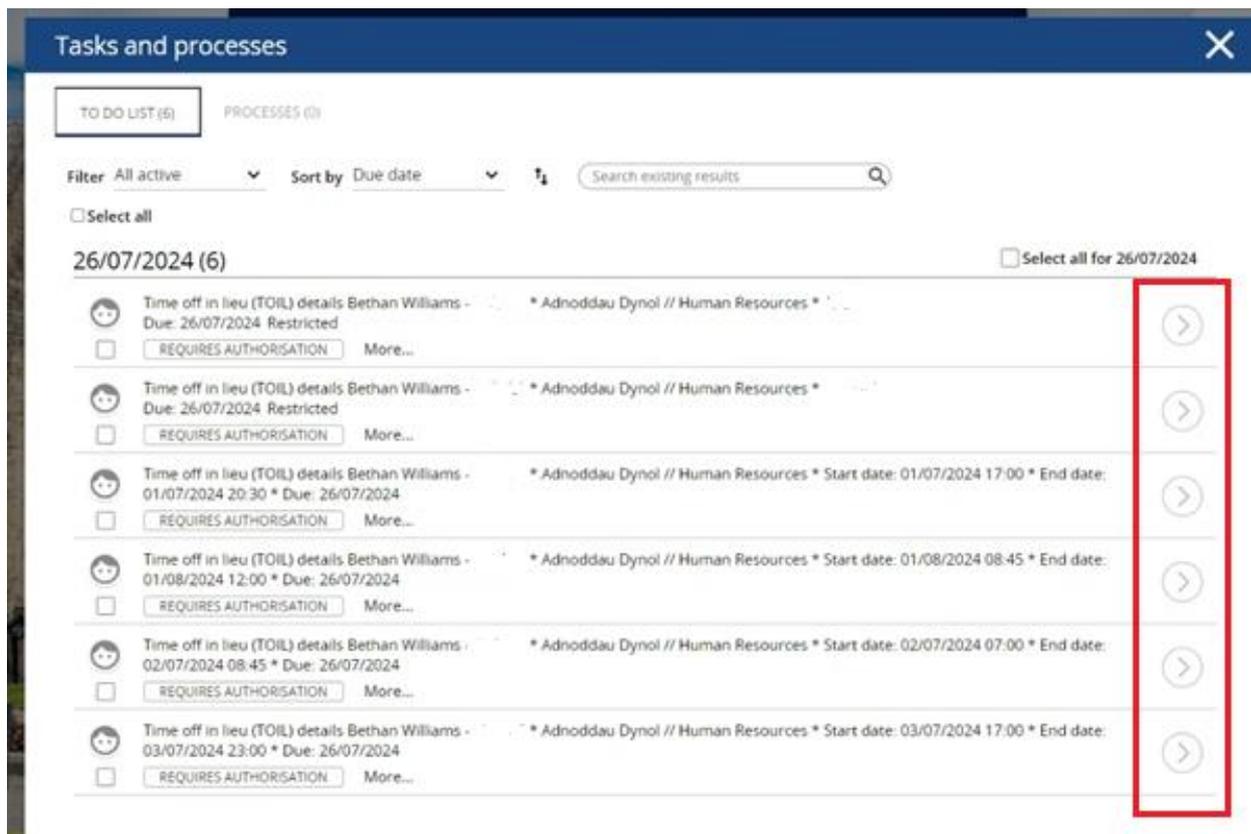
N.B. *Please note that any leave booked using TOIL should be in hours. If a full day off using TOIL is required then 2 separate half days (either side of the equivalence of a 1 hour lunch break, unless they normally have a paid lunch break) i.e. to book a full day there would need to be 2 separate entries e.g. one from 08:45 – 12:20 and the next from 13:20 to 17:00 to take account of the 1 hour lunch break entitlement (or otherwise it will deduct 8:15 hours if TOIL leave is booked in one entry rather than 7:15 hours).*

You'll then see the details entered to use TOIL to book leave:

Should you wish to check their TOIL balance – you can do so by navigating to their details page under 'My Team' which will show their accrued TOIL hours balance:

To **AUTHORISE** or **NOT AUTHORISE** – please go back to your **'Tasks and processes'** list.

From here tick the tick box on the left for each one or more requests that you wish to action then click Actions at the top of the list to either Authorise or Not Authorise:

If you are not authorising this request, it would be expected that you've already informed the staff member of the reason why beforehand.