



POLICY:	Policy and Procedures For Accruing And Availing Of Time Off In Lieu (TOIL)
FIRST DRAFT:	
ADOPTED:	UR 2020#05
AMENDMENTS:	
REVIEW:	2025

1.0 Policy Statement

1.1 From time-to-time, staff members are required to work outside what are considered 'core' hours of work or beyond their contracted hours in order to meet the needs of the College at a particular point in time or for a particular reason. It is recognised that without this goodwill and adaptability, it would be very difficult for the College to provide a responsive service or cope with work demands. It is also recognised that TOIL allows staff to respond flexibly to unexpected service or personal needs as well as respond to the occasional need to vary the timings of service provision, such as weekend workshops or seminars.

1.2 The College equally recognises that it has a statutory duty to protect the health, safety and wellbeing of its staff by ensuring that they do not work too many hours and that they are recompensed by taking time off in lieu (TOIL) for any extra time that they do have to work. Additional hours of work are monitored in accordance with the Organisation of Working Time Act.

1.3 It is noted that there is a separate agreement already in place in regard to Library Staff for working unsocial hours and on Saturdays and these procedures do not affect that agreement.

1.4 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality in accordance with law.

2.0 Scope of Policy

2.1 This policy applies to all staff of the College and is without prejudice to all other policies and procedures which may be engaged from time to time by the College.

2.2 For the purposes of this policy time off in lieu (TOIL) is defined as paid time off work granted to an employee in lieu of unpaid time worked in excess of their contracted working hours.

3.0 Responsibilities

3.1 Each employee has a responsibility to comply with the provisions of this policy.

3.2 Those with responsibility for the management of other staff have a responsibility to ensure that:

- the provisions of this policy are complied with;
- work is managed such that it is completed during the normal working day insofar as is possible;
- they maintain accurate records of TOIL accrued and taken by staff under their supervision.

3.3 The Human Resources Office has responsibility for providing appropriate guidance to management and staff in relation to this policy as required.

3.4 *An tUachtarán* and the Executive Team of the College shall be responsible for the implementation of and adherence to this policy.

4.0 General Principles

4.1 In most circumstances, work duties should be carried during normal contracted working hours. However, it is accepted that it may not always be possible to carry out certain work duties within normal working time. For example, it may be necessary to occasionally start and/or finish work outside of normal working hours in order to complete urgent work.

4.2 TOIL must not result in changes to normal working arrangements, for example every Friday afternoon becoming a "TOIL" afternoon, or working through lunch times and leaving work early each day.

4.3 These procedures must be utilised in the best interests of effective service provision. This requires co-operation between staff and line managers to ensure adequate cover is provided as necessary.

4.4 The success of the TOIL scheme is based on trust. Any member of staff who is found to have abused the TOIL scheme may have it withdrawn and may be subject to disciplinary procedures.

5.0 Accruing and Taking TOIL

5.1 Line Managers must agree in advance any time to be worked outside of normal working hours and a record should be kept by the Line Manager of same. Line Manager's must approve all applications to take time off in lieu.

5.2 TOIL is accrued as time actually worked i.e. hour for hour.

5.3 Staff should not accrue more than one day of TOIL, on average, during each calendar month, except in exceptional circumstances and with prior consent of the relevant Line Manager.

5.4 TOIL must normally be taken within the same month in which it is accrued or in the following two months and may only be taken with the approval of the line manager.

5.5 TOIL not availed of by the end of the third month after the TOIL was originally accrued will be considered lost unless there are exceptional reasons to retain it for a further month.

5.6 All TOIL must be taken prior to ceasing employment.