



## **TIME OFF IN LIEU/OVERTIME POLICY**

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### **Purpose**

This policy aims to provide guidance to managers and employees in the operation of compensation for hours worked over and above normal contractual hours, to ensure that it does not impact negatively on either the individual or the College.

Normally this will be addressed through the application of Time off in Lieu (TOIL). However there may be occasions when it is more appropriate to compensate additional hours worked with an overtime payment instead of TOIL.

This policy outlines the eligibility criteria and compensation for additional hours worked.

### **Scope**

All non-academic employees who are entitled to claim overtime compensation as part of their terms and conditions of employment.

It should be noted that there is no contractual entitlement to overtime working and that all overtime must be authorised in advance.

### **Exclusions**

Heads of Department are not normally entitled to claim for payment or time off in lieu for extra hours worked. It is expected that they will fulfil the requirements of their role by working the hours necessary to achieve this. However, exceptionally and at the sole discretion of the Bursar, TOIL may be granted where the requirements of the College warrant the need for specific and clearly defined additional working. This must be applied for and agreed in writing in advance of the period of working.

On call and standby arrangements are covered under a separate policy.

### **Compensation conditions**

Line Managers must authorise the undertaking of all additional hours worked in advance. If this agreement is not in place then the additional hours worked will not qualify for compensation of TOIL or overtime payments.

### **Time off in Lieu**

TOIL is time off which employees are allowed to take in lieu for hours worked beyond their normal working day.

- **Accrual conditions**

Any additional hours worked must be agreed in advance by the employees Line Manager. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost.

Time off accumulated through TOIL shall be accrued at the rates outlined below in 'Compensation Rates' section.

- **Taking Authorised TOIL**

TOIL should be taken as soon as practicably possible after it has been accrued. If this is not possible it must be taken within 6 months of accrual. TOIL accrued and not taken within 6 months will be considered lost and no monetary compensation will be offered.

If an employee is offered a new position within the College all outstanding TOIL should be taken before starting their new post.

When an employee wishes to take TOIL this has to be agreed with the relevant Line Manager at least one week in advance.

Applications for TOIL should be requested via the Holiday Form and sent to the Personnel Office for recording purposes.

Any TOIL which an employee has accrued must be taken before they leave their employment with the College. Any untaken TOIL will not be financially reimbursed.

## **Overtime Pay**

It is expected that overtime payments will only be granted after the Line Manager has fully considered the option of offering TOIL. Overtime payments should therefore only be agreed if TOIL arrangements are not practical; this will be determined by the Line Manager and not the employee.

Any additional hours worked must be agreed in advance by the employees Line Manager. If this agreement is not in place, then the additional hours will not qualify for an overtime payment.

Claims for overtime payments must be submitted on a monthly basis through ADP or on the authorised claim form (see Appendix A below) as appropriate. All Forms must be completed in full with the full name of the employee and the reason for the additional hours worked.

Overtime payment claims should be sent to the Personnel Manager for final authorisation.

Payment of claims will depend upon pay roll cut off deadlines and when the approved overtime form was submitted on behalf of the employee. Payroll cut off is normally the second Monday of each month.

## **Compensation Rates**

The normal 37 hour week must be worked, by full and part time employees before an enhanced payment/hours can be accrued.

Employees who work part time will receive basic pay or TOIL equal to hours actually worked for all additional hours worked between their normal working hours and 37 hours each week. All hours worked over and above 37 hours will be compensated at the appropriate enhanced rates outlined below.

Additional hours worked will be compensated via overtime payments or TOIL at the following enhanced rates:

Monday to Saturday	Time and a half
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Sunday and public holiday days	Double time
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Where an employee works past midnight which overlaps the two rates defined above, the appropriate enhanced rate will apply to the hours worked in each days worked.

## **Bank holiday working**

The College is part of the University of Cambridge, which does not recognise all public holidays when they fall within the University term. This happens particularly in the Easter Term on the May and Whitsun Bank Holidays. As a result teaching and research continue as normal on those days and some employees may be asked to work to support academic activities.



**AMENDMENT CONTROL SHEET – TIME OFF IN LIEU/OVERTIME POLICY**

<b>Section/Page</b>	<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>	<b>By</b>	<b>Approved</b>
TOIL	1	Feb 2018	Changes to compensation rates	Ard	Feb 2018

## AMENDMENT CONTROL SHEET – OVERTIME POLICY

Section/Page	Rev. No.	Date	Description	By	Approved
ALL	N/A	JAN 11	NEW DOCUMENT	ARD	RGB
All	1	Feb 2018	Compensation rates for TOIL	ARD	DG