

Healthwatch Cambridgeshire and Peterborough

Time Off In Lieu Policy and Procedure

Healthwatch Cambridgeshire and Peterborough place a high value on supporting staff to maintain a healthy worklife balance. We recognise the negative impact of regularly working excessive hours on wellbeing and the importance of supporting staff in maintaining wellbeing and mental health. We also recognize that there are occasions where working outside of normal contracted working hours is necessary and this policy and procedure is in place to support these times.

- Staff must agree in advance with their line manager, significant periods of work which they intend to undertake outside their normal working hours, and the purpose of such work.
- In considering whether or not to agree to work being undertaken outside normal hours, the line manager must consider the reasons why it is not possible for this work to be undertaken within the worker's normal hours.
- Time Off In Lieu (TOIL) accrued will be limited to a maximum of 15 hours for a full time member of staff and 12 hours for part-time staff in any calendar month. Any flexi-hours owed over this amount at the end of the month will be deleted and no financial remuneration will be made.
- An employee is not expected to accrue TOIL regularly, or as a matter of course.
- Where an employee wishes to take more than one day as TOIL, this must be agreed in advance with their line manager and requested as an update to FlexPlanner via the Office Manager.
- If an employee wishes to take TOIL in conjunction with annual leave, the effect this will have on staffing will need to be considered by the line manager before agreement is given.
- In the event of any dispute regarding entitlement to TOIL, the employee is entitled to lodge a grievance to resolve the matter in accordance with the

Grievance Procedure.

- In the event of termination of employment for whatsoever the reason, payment for time off in lieu will not normally be made.
- Only in exceptional circumstances and with the agreement of the Chief Executive, will we pay for additional hours worked.

Approved by Healthwatch Cambridgeshire and Peterborough Board of Directors

Date: July 2021

For review: July 2024

Responsible Officer

Chief Executive Officer of Healthwatch Cambridgeshire and Peterborough