

Date: 17 January 2017
For: Employees



TOIL Policy

Introduction

The success of Ride High is founded on the skills and commitment of our employees. Ride High recognises that the nature of the service we provide means that on occasion, some employees are required to work beyond their contracted working hours. This goodwill and adaptability on the part of our employees helps Ride High provide the excellent service it does.

In most cases, Ride High's contracts of employment refer to the hours during which employees are normally required to work, and also state:

"However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to work or be available to fulfil your function outside those hours and/or days. Any changes to the hours and/or days worked by you will be agreed in advance between the parties. You will not be entitled to additional remuneration for any time worked in excess of your normal working hours."

Ride High recognises that working additional hours is not always convenient. Ride High is also committed to protecting the health, safety and welfare of our employees by ensuring that they do not work excessive hours and that any additional hours are monitored appropriately. In exceptional cases and if appropriate, time off in lieu ("TOIL") may be requested by an employee to compensate him/her for the extra hours worked.

This Policy includes an explanation of the TOIL system, and some general principles for its implementation by Ride High.

TOIL system

Lieu time is time off which employees are allowed to take in lieu (or instead) of additional remuneration for hours worked beyond their normal contracted working hours. TOIL allows employees to respond flexibly to unexpected service or personal needs.

In addition, if an employee has an unexpected commitment in their personal life, time off may be agreed and made up at a later date. This does not impact on employees' statutory rights to take time off work in certain circumstances.

General principles

- Most duties should be carried out within the employee's contracted working hours, subject to the flexibility incorporated in his or her contract of employment. Therefore, TOIL will only be granted in exceptional cases, rather than as a routine occurrence, and is not a tool to be used to accrue time informally to allow extra days leave to be taken.
- Requesting TOIL is the responsibility of the employee.
- TOIL must be formally (and in writing) agreed in advance with the employee's line manager. Only TOIL agreed in advance can be accrued.
- TOIL must be taken at a convenient time within one month of accrual. When taken, the employee's line manager must ensure that there is sufficient cover in place. TOIL accrued but not taken within one month will be considered lost (other than in exceptional circumstances agreed with the line manager).
- TOIL should not result in changes to normal working arrangements.
- If an employee volunteers to do something (eg help at an event, accompany a trip etc), the time involved cannot be claimed as TOIL.
- If an employee assists, in the absence of another driver, by driving members home after a session, this falls within the flexibility incorporated in his or her contract of employment and the time involved cannot be claimed as TOIL.
- On termination of employment, employees will not be paid in lieu of TOIL which has not been taken by the last day of employment. Any accrued TOIL will therefore be lost.
- TOIL will be reimbursed on an equal time basis, even if the additional time worked was during an evening or weekend.

Training and awareness

A copy of this Policy will be shown to all employees, and each must sign the list attached to the original to indicate they have read and understood it.

Approval and review

This TOIL Policy was approved at a Board Meeting of the Trustees on 17 January 2017. It will be reviewed each September thereafter, or more frequently if appropriate.

Signed.....

Date.....