



POLICY INFORMATION (Policy no HR029)	
Subject	Time off in Lieu (Toil) and Flexi-Time Policy and Procedure <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All employees of Nottinghamshire Hospice
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
Date issued	Dec 2023
Next review date	Dec 2025
Lead responsible for Policy	Director of People Services
Policy reviewed by	Chief Executive Officer
Notified to (when)	Senior Leadership Team Dec 2023
Authorised by (when)	Senior Leadership Team Dec 2023
CQC Standard if applicable	
Links to other Hospice Policies	Annual Leave Policy HR001 Family Leave Policies and Procedures HR002 Other Leave Policy and Procedures HR004 Equality and Diversity Policy HR021
Links to external policies	
Summary	This policy aims to give guidance to employees and managers when actual hours of work are in excess of contracted hours of work.
This policy replaces	Time off in Lieu (Toil) and Flexi-Time Policy and Procedure HR00029

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months.

After that staff should seek advice from their clinical lead or manager.

VERSION CONTROL		
Status	Date	Review date
Original policy written by Angela Bloomfield, Head of HR	April 2011	April 2015
Policy Reviewed by Donna Roberts, HR Manager	May 2018	
Policy Authorised by Corporate Management Team	May 2018	May 2020
Updated control sheet and published on Policy Doc App	Dec 2018	
Reviewed by Donna Roberts, HR Manager	Sept 2020	Sept 2023
Logo updated and uploaded to website	March 2021	
Reviewed by Chief Executive Officer	Dec 2023	
Authorised by Senior Leadership Team	Dec 2023	Dec 2025
Uploaded to website	Dec 2023	

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<p>1.</p>	<p>Introduction</p> <p>To promote fairness and equality, these guidelines provide guidance to employees and managers when actual hours of work are in excess of contracted hours of work.</p>
<p>2.</p>	<p>TOIL</p> <p>TOIL is the policy adopted by Nottinghamshire Hospice where employees accrue additional hours worked over and above their contracted hours due to business requirements. Any additional hours must be agreed with the line manager prior to them being worked. The additional hours are sporadic or required for a limited period of time – if it is for a period longer than a month then the Line Manager should review the overall staffing needs for the department to ensure working practices are effective.</p> <p>All TOIL must be requested and agreed in writing between an employee and their Line Manager using a TOIL Form. This form can be requested from Line Managers. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and may be lost.</p> <p>All TOIL must be taken within 1 month and not more than one fifth of your working week must be taken at any one time unless specific agreement is made in writing between an employee and their Line Manager.</p> <p>TOIL can be used in conjunction with Flexi-time (see below).</p> <p>The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL will be treated as a disciplinary matter.</p>
<p>3.</p>	<p>Flexi-time</p> <p>Within the limits of the working day: 8.00 am to 4.30 pm, employees of Nottinghamshire Hospice have the discretion to choose and/or vary their start and finish time within the operational limits of the specific role they carry out within the organisation. However, this is subject to the agreement of their Line Manager. It is the Line Manager’s responsibility to see that each department is adequately staffed during normal working hours.</p>

Core time is between 10.00 am and 3.00 pm. Flexi time can be accrued and should be used within each calendar month.

Flexi time can be used in conjunction with TOIL (see above).

If TOIL or flexi-time are abused it could result in disciplinary action being taken against an employee.

TOIL or Flexi-time cannot be accrued before 8.00 am.