

Culture&

Time Off in Lieu (TOIL) Policy

What is Time Off in Lieu?

Time Off in Lieu (TOIL) is an arrangement in which employees receive time off from work as compensation for extra hours worked, rather than receiving overtime pay.

TOIL at Culture&

Time off in lieu (TOIL) is **not** a normal or routine feature of employment at Culture& and is available **only** in exceptional circumstances.

The contract of employment for each member of staff states their normal working hours, such as 37.5 hours per week, 9.30am-5.30pm Monday to Friday or fractions thereof in the case of part-time staff.

Staff whose contracts do not specify arrangements for work outside of their normal working hours are covered by this policy.

TOIL is only earned for work **on weekends**. Staff must keep a clear record of the amount and occasion of any additional hours worked on the standard form (Appendix A) and have this form authorised by the relevant line manager.

Any TOIL claims must be made within one month of the overtime occurring.

TOIL is earned at a rate of one day for work on Saturdays and Sundays and, exceptionally, at 1.5 days on bank holidays.

The following are **not** eligible for TOIL:

- Any period worked of less than half an hour
- Weekday work
- Social events held or attended by Culture& staff, usually on weekday evenings, as these are optional non-work events
- Travel to destinations outside a staff member's normal working location

Flexible Working Arrangements

There may occasionally be a need for staff to work outside of their normal working hours on weekdays. In these instances, a staff member's line manager may agree in advance to a flexible working arrangement for occasional and specific events.

This time is to be taken from the employee's next most appropriate working day, as agreed.

For example, if a staff member must work beyond their regular hours and into the evening, they may be able to compensate for this by starting later on the morning of their next working day.

Culture& Wellbeing Days and Away Days should similarly be accommodated through flexible working arrangements.

If a staff member must shift their schedule to compensate for time worked beyond their regular hours, they should confirm this shift with a manager and then request this leave on TimeTastic, using the category "Overtime Leave". It is recommended that they additionally send out a diary invitation to alert other members of staff.

If the planned extra time has exceeded what was expected, the employee should send an email to their line manager informing them of this change of circumstance.

Please contact your line manager for any clarification on the use of this policy.

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