



THE UNIVERSITY OF BOLTON

OVERTIME AND TIME OFF IN LIEU (TOIL) GUIDANCE

1.0 Introduction

The University recognises that there may be situations where an employee is entitled to receive payments in addition to their basic salary or be entitled to time off as they have worked additional hours.

This policy provides guidance to managers and employees to ensure that there is a clear and consistent understanding of individual entitlements, and that arrangements do not impact negatively on the individual or the University.

It is imperative that where any additional hours are worked, the Line Manager and their staff take into account any implications of lone working and any associated Health and Safety considerations, and take appropriate steps to ensure the welfare of the member of staff is maintained.

2.0 Definitions

2.1 Overtime

Overtime is an additional payment received by eligible staff for additional hours worked on an ad-hoc basis at the request of their line manager. These hours of work are in addition to the employees specified contractual hours of work.

2.2 Time Off in Lieu (TOIL)

TOIL applies when employees are allowed to take time off for hours worked beyond their specified contractual hours of work. TOIL should be considered as an alternative to overtime wherever possible.

3.0 Overtime

Overtime is payable to employees in Grades 1 to 5. There is no contractual entitlement to overtime and the working of all additional hours must be authorised in advance by

3.1 Payments

The normal 36.25 hour, working week must be worked completely before enhanced payments will be made. Part-Time employees will be paid at single time up to 36.25 hours per week.

