

SALISBURY CITY COUNCIL

Subject : Time off in Lieu Policy (TOIL)
Committee : Personnel Committee
Date : 25 November 2024
Author : Tracy Adams

Agenda Item: 15

1. Report Summary:

1.1. This policy establishes clear expectations for staff and managers on managing time off in lieu (TOIL) at Salisbury City Council (SCC).

2. Background:

2.1. The policy outlines several reasons why it is important to manage TOIL effectively, preventing excess accumulation. These reasons are detailed in paragraph 2 of the policy.

2.2. Previously, TOIL management was left to discussions between managers and employees, which led to some employees accruing excessive TOIL hours.

2.3. The policy aims to provide clear guidance to prevent similar issues in the future.

3. Recommendation:

3.1. It is recommended that the Committee:

3.1.1. Approve the TOIL policy for implementation.

4. Wards Affected: All

5. Background papers: Nil

6. Implications:

6.1. **Financial:** There are no financial implications by adopting this policy.

6.2. **Legal:** To comply with national minimum wage regulations, any employee working more than 15 hours of additional time must inform their manager, who will notify payroll. This ensures legal compliance with minimum wage requirements.

6.3. **Personnel:** The policy applies to all staff.

6.4. **Environmental Impact:** None

6.5. **Equalities Impact Statement:** While flexible working remains available, the policy aims to reduce high TOIL accumulation, which may disproportionately affect those with caring responsibilities.