



Flexi-Time and Time Off in Lieu (TOIL) Policy

Introduction

This policy is designed to outline the background and benefits of flexi-time and a clear TOIL arrangement, the guiding principles and recommended procedures to ensure it is managed fairly and consistently.

These arrangements may work in tandem or as standalone arrangements.

Consideration of the following factors was undertaken prior to formulation of the policy document:

Employees within OVHA may benefit from flexi-time arrangements to meet family needs, fulfil personal obligations and lifestyle commitments. Commuting issues may also be alleviated if unforeseen transport disruption occurs on a regular basis.

OVHA needs to ensure that the implementation of such arrangements do not have a detrimental impact on the level of customer service provided or on any individual employee. If managed properly, it is anticipated that having such arrangements in place will provide business benefits such as improved employee morale, commitment and engagement, enhance the efficiency of the organisation, improve service flexibility and be a contributing factor to reducing employee turnover, absence and lateness issues.

OVHA also recognises that having a flexi-time arrangement must not mean that employees' Health and Safety is compromised in any way. This includes lone working or working excessive hours that could cause or exacerbate any health issues that could affect performance at work.

OVHA is aware that agreed procedures should be put in place for flexi-time and administering of TOIL, to ensure consistency and avoid any potential abuse or cost to the business incurred from 'negative' TOIL balance situations.

Flexi-Time

The use of flexi-time is intended to provide a degree of flexibility for employees and for the Association.

The Flexi-Time Procedures aim is to ensure that individuals can achieve a healthy work-life through use of flexi time and provide a framework for the consistent operation and monitoring of the flexi-time scheme.

Principles of Implementation

Each line manager is responsible for the proper operation of the scheme and for resolving any related problems. Where a solution cannot be reached at this level, the CEO should be consulted.

Managers will ensure that the needs of the service have priority at all times and that the office is adequately staffed throughout office hours.

Employees will agree with their managers, a pattern of flexi-time working which meets the needs of the service and their own requirements. Employees should communicate any changes to their working hours, via the use of flexi time, to their manager and colleagues.

A positive team spirit and goodwill among team members are important to ensuring this scheme is mutually beneficial. With this in mind, all employees should ensure that when they are building flexi time that they are engaged in tasks which are directly related to their job.

Employees found to be abusing the flexi system will be managed through the disciplinary process and may face the withdrawal of the benefit of flexi time; this will be determined by the CEO.

All employees participating in the scheme are required to record their start and finish times, lunch breaks and total hours of work on a flexi sheet, and to submit that sheet to their manager for checking, monitoring and authorisation at the end of each 4 week period.

Time Off in Lieu (TOIL)

Principles of Implementation

OVHA recognises that on occasions employees will be needed to work outside recognised working hours. However, we also acknowledge our duty to protect the health and safety of our employees by ensuring that they do not work excessive hours, and that any additional hours are agreed in advance and monitored appropriately. It is the responsibility of the line manager to oversee their team's workloads to ensure work is completed within the normal working week.

When asking an employee to work overtime, the Working Time Regulations 1998 must be considered. These guidelines state that an individual should not work more than 48 hours per week on average.

What is TOIL?

Employees are offered TOIL to compensate them for working outwith their normal working hours. Employees would not normally be offered payment for working outside their normal working hours. TOIL or payment arrangements should be agreed in advance between OVHA and the employee..

To whom does TOIL apply?

The procedure applies to all employees. For part-time employees TOIL would apply for hours worked over and above their contractual hours. There is no time limit as to when TOIL should be used.

Parameters and Procedures for Time Off in Lieu

- Employees should be aware that any additional hours worked will incur TOIL and that they are unable to receive payment for this. They should also be made aware that accrual of TOIL should be an exception rather than a regular occurrence expected by the employee or OVHA.
- TOIL accrued by an individual employee should be agreed in advance with their line manager.
- TOIL may only be accrued in 'single time' increments. Time and a half or double time TOIL will not be paid in any given situation, irrespective of an employee's contracted hours of work.
- TOIL must be authorised and recorded on documentation used by OVHA.
- No more than 5 days TOIL can be carried forward from one financial year to the next.
- Under no circumstances should negative TOIL situations arise, whereby employees take TOIL before they have accrued it.
- On termination of employment from OVHA, employees will be paid in lieu of accrued TOIL in accordance with the accrual procedures described in this policy.

For both elements of this policy, the success of this depends on co-operation between employees and trust between OVHA and its employees. If this is compromised in any way, it can be withdrawn from employees at the discretion of the management at any time without notice. It will also be withdrawn from employees who are found to abuse the policy. In addition, individual employees may be subject to formal disciplinary action for abuse of the policy.

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