

Stretton Pre-School



Time off in lieu (TOIL)

The Aim:

To encourage more staff to attend events which take place outside of their contracted working hours - the four annual fundraising events, graduations and staff meeting for example.

How it will work:

1. Staff attending an event will accrue an equivalent number of TOIL hours.
2. Staff must attend at least two hours of the event.
3. Staff can accrue 15hrs of TOIL for full time staff and 7hrs for part time staff at any one time
4. TOIL can only be taken between during September to April (May to July is a very busy time for pre-school) unless agreed by the Pre-School Manager
5. TOIL can be taken for medical and dental appointments, school assemblies, special occasions and general days off.
6. TOIL cannot be used in lieu of sick leave unless to care for dependents or at the discretion of the Manager.
7. Staff must request the authorisation of their Pre-School Manager to take TOIL to ensure that adequate staffing levels are always in place .
8. The Bookkeeper keeps a TOIL folder containing a TOIL form for each staff member to which the time is added and taken away. (Appendix 1)
9. The Bookkeeper and Manager will audit the TOIL folders.
10. The Bookkeeper will update the TOIL file on a monthly basis to ensure that it is accurate and when a member of staff asks to use TOIL they must sign to say that they have taken it.
11. A maximum of 15 hours (full time staff) or 7 hours (part time staff) can be rolled over to the following academic year if not taken by the end of the academic year in which it has been accrued.

12. A sign-up sheet (SEE APPENDIX 3) will be displayed for staff to put their names down for each event. Each event will require a pre-determined number of staff and if more staff are able to attend than are required then attendees will be chosen at random by lucky dip. The staff that attend the event will earn TOIL. The number of staff required for each event is at the discretion of the Committee.
13. Staff will be required to read and sign a TOIL agreement during their induction.
(SEE APPENDIX 4)

This policy was adopted by	Stretton Pre-School
On	<hr/> 30 November 2022
Date to be reviewed	<hr/> Annually
Signed on behalf of the provider	<hr/>
Name of signatory	<u>E. Greenfield</u> Emily Greenfield
Role of signatory	<hr/> Chair person
	<hr/>

APPENDIX 1

TOIL SHEET

Name: _____

Date of Toil	Reason for accruing toil / using toil	Amount of toil gained	Amount of toil used	Running Total

This is a true reflection of the TOIL time that I have taken:

Staff signature: _____

APPENDIX 2

Staff register for events

Name	10-11	11-12	12-1	1-2	2-3	3-4

APPENDIX 3

Event Sign-up Sheet

To all staff:

On _____ we will be holding _____ to raise money for the pre-school. We would be grateful for help from a selection of practitioners. We will need _____ practitioners to man stalls, help in the kitchens, sell raffle tickets and help with activities. We are looking for people to help the whole day from setting up to packing away.

If you are able to help please put your name on the list below. Once we have a provisional list we will confirm that we require you to attend and for what hours. TOIL accrued at the event will be added to your TOIL timesheet after the event.

Thank you

Stretton Pre-school Committee

APPENDIX 4

TOIL Agreement

The TOIL agreement is between:

Stretton Pre-School and _____ (Employee)

We agree that TOIL will be given in accordance with the TOIL policy and agree that:

1. TOIL can be accrued by attending events outside contracted working hours.
2. A maximum of 15 hours (full time staff) and 7 hours (part time staff) can be accrued and remain unused at any time.
3. TOIL can be owed to the pre-school by an employee to attend medical and dental appointments, assemblies, sports days or similar.
4. TOIL cannot be used in lieu of sick leave unless to care for dependents or at the discretion of the Manager.
5. A maximum of 15 hours (full time staff) and 7 hours (part time staff) can be owed at any time.
6. TOIL hours accrued/used/owed can only be accrued as hourly units.
7. Requests to use TOIL are at the discretion of the Pre-School Manager and must be taken at a time that is mutually convenient.
8. A written record of TOIL will be kept and it will be signed by the practitioner and employer

Signed: _____ Date: _____ (Employee)

Signed: _____ Date: _____ (Employer)