

Time Off In Lieu (TOIL) Policy

Number:	Admin.13
Responsible Manager:	Executive Manager Human Resources
Head Policy:	N/A
Legislation:	N/A

1. Purpose

The purpose of this Policy is to outline the operational requirements in the management of TOIL for Kowanyama Aboriginal Shire Council (“KASC”) staff.

2. Scope

This Policy applies to all KASC Staff.

3. Definitions

TOIL - Time Off In Lieu: Is time off during the employee's ordinary time, on account of the employee having worked authorised overtime without pay. Such ordinary time off is taken on a time for time basis.

4. Application

- 4.1 Senior Managers, including the Executive Managers and Line managers are not eligible to accrue TOIL.
- 4.2 In exceptional circumstances the Chief Executive Officer (CEO) may approve the accrual of TOIL on a case by case basis

5. Provisions

5.1 Accrual of Toil

The accrual of TOIL can only occur with prior approval from the CEO to work equivalent overtime. There must be a genuine operational need for such overtime to be worked.

5.2 Using Toil

Taking of TOIL is subject to the following conditions:

- a) When a circumstance necessitates an employee needing to take approved TOIL such request must be made in writing to the CEO at least two weeks in advance.

The CEO may decline approval to take TOIL where it will conflict with the provision of Council services.

- b) The CEO may permit the taking of TOIL without the provision of 2 weeks' notice where an exceptional or emergency situation requires it or where in the context of operational considerations there is an otherwise mutual agreement between the employee and manager for such leave to be taken at a particular time.
- c) Employees may accrue a maximum of 38 hours TOIL however TOIL must be taken at a mutually agreed time within three months from accrual.
- d) Where TOIL is not taken at a mutually agreed time after three months from accrual has elapsed. Council may direct the employee to take TOIL upon five days' notice, provided such TOIL shall be taken prior to four months having elapsed since TOIL had been accrued.
- e) Subject to the above noted time frames. TOIL accruals must be exhausted prior to Council approving a period of annual leave or long service leave.
- f) Executive Managers and managers must ensure employees take any accrued TOIL within the approved period listed above.
- g) Overtime/TOIL forms must accompany the employee's fortnightly timesheets and must be approved by the CEO

6. Review

This policy is to remain in force until otherwise determined by Council.

7. Resolution

Adopted by Council on the 25 October 2017, commenced on 25 October 2017

Approval

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council TOIL Policy 2017 and shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Fabian Williams



Date 25 October 2017