



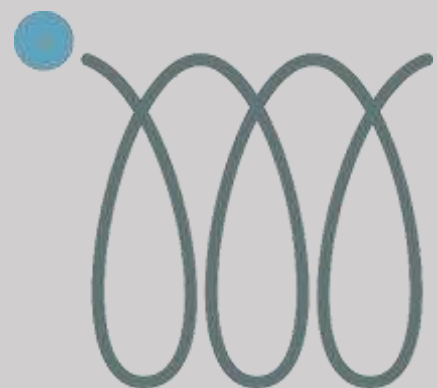
Grace Foundation TOIL Guidance

Document Owner: Grace Foundation

September 2025

Version: 1

Security Classification: Internal use only.



TOIL Guidance: Updated September 2025

Introduction

- **Definition:** Time Off in Lieu (TOIL) refers to time off that staff may take in recognition of hours worked beyond their normal working day.
- **Scope:** TOIL applies to additional hours worked before or after the normal working day.
- **Frequency:** These additional hours should be occasional or required only for a limited period. Where such working patterns continue for longer than one month, the Line Manager should review the team's overall staffing needs to ensure working practices remain sustainable and effective.

TOIL Requirements

- **Agreement:** TOIL may only be accrued as part of a plan agreed with management. Any additional hours must be approved in advance.
- **Eligibility:** If prior agreement is not in place, additional hours will not qualify for TOIL and will be lost.
- **Requesting TOIL:** When an employee identifies additional hours that may justify TOIL, they should discuss this with their Line Manager before undertaking the work.
- **Examples:** Appropriate circumstances may include school activities outside the normal working day (e.g. Parents' Evening) or travel time beyond an employee's usual journey (e.g. to a conference or training event).
- **Authorisation:** In some cases, the Line Manager may require sign-off from the School Point of Contact. This will be confirmed when additional hours are agreed in advance.
- **Exclusions:** TOIL will not be approved where additional hours arise due to poor planning.
- **Recording:** All agreed additional hours should be recorded on the Grace Foundation TOIL Record (see attached). The reason for the additional hours must be clearly stated. Extra time of fifteen minutes or less does not need to be recorded and should be managed directly with the Line Manager.
- **Review:** Employees should bring their TOIL Record to Line Management Meetings. Once TOIL dates have been agreed, they must be diarised by both the Line Manager and the employee.
- **Usage:** As we are an all-year-round team, TOIL should not be treated as an alternative to flexitime or as a means of working term-time only.
- **Expiry:** TOIL should be taken within 60 days, at a time agreed with the Line Manager, and in a way that does not disrupt programme delivery or team operations. TOIL cannot be carried forward into the next Academic Year or Calendar Year.
- **Timing:** It is recommended that TOIL be taken during school holidays, subject to advance agreement with the Line Manager.
- **Alongside Annual Leave:** Where TOIL is requested directly before or after annual leave, the operational impact and staffing needs must be considered before approval is granted.

- **Travel:** For travel outside of your normal commute, up to 30 minutes cannot be claimed as TOIL; travel time beyond 30 minutes can be claimed. This does not affect mileage claims. Where travel TOIL has been agreed in advance with your Cluster Leader (for example, when working centrally), any TOIL accrued for travel time should be discussed with your line manager beforehand.