



Royal College of Art

Postgraduate Art & Design

Policy on taking time off in lieu for non-academic staff up to grade 8

- 1 Each member of staff's contract of employment states the normal working hours. A typical contract is 35 hours per week, 9.30am-5.30pm Monday to Friday. There is scope to agree locally a flexible working arrangement within this framework, such as 9:00 a.m. – 5:00 p.m. or 10:00 a.m. – 6:00 p.m.
- 2 Staff at grade 8 and below, whose contracts do not specify arrangements for work outside their normal working hours, are covered by this policy.
- 3 Time off in lieu (TOIL) is **not** a normal feature of employment and is available **only** in exceptional circumstances. There is no compulsory requirement for staff to work outside their normal working hours and no right to do so and earn TOIL. The appropriate line manager may agree in advance a flexible working arrangement for occasional and specific events such as working late in the evening and starting later the following morning.
- 4 The amount and occasion of additional hours worked for which TOIL applies requires approval, in advance, by the appropriate line manager.
- 5 TOIL does not apply to any period worked of less than half an hour.
- 6 TOIL is only earned in respect of work carried out outside the normal working hours of a member of staff, who must keep a clear record of any hours worked and authorised by the relevant line manager.
- 7 For work outside a staff member's normal working hours which takes place on weekdays and Saturdays, TOIL is earned at 1 x1.5 (time and a half). For such work on Sundays and bank holidays, TOIL is earned at x2 (double time).
- 8 Staff should normally take any TOIL during College vacation periods and within three months of the additional hours being worked. Where the member of staff is employed on a term time only contract this period may extend to six months, with the express



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approval of the relevant line manager. The line manager must approve the timing for taking any TOIL in the same way as any other leave, and with regard to the operating needs of the work group or department.

For any clarification on the use of this policy please contact a human resource manager.

04 February 2019