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## Overtime & TOIL Policy

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### Introduction

Fakenham Town Council values the importance of a healthy work-life balance. Nonetheless, it is acknowledged that certain situations may require employees to work beyond or outside their contracted hours. Examples include undertaking specific projects, managing peak workloads, attending evening Council meetings, or participating in Civic events.

This policy outlines the framework for managing overtime and TOIL, providing clear guidelines for their use. TOIL refers to time taken off in lieu of monetary compensation for hours worked beyond contractual obligations. For instance, an employee who works two extra hours on a Thursday to attend a Council meeting may adjust their schedule by finishing two hours early on Friday to offset the additional time worked.

### Scope of Policy

This policy applies to all employees of Fakenham Town with contracted working hours. The standard working week is 37 hours, however, due to the nature of some jobs, the hours worked may be flexible.

Generally, employees working additional hours will accrue this as TOIL, however, it is recognised that this may not always be an option.

### Principles

- All overtime must be agreed in advance.
- Where an employee has a contracted working week of less than 37 hours, any additional hours up to 37 hours will be paid or claimed back at standard rate.
- Overtime rates are:
  - Monday – Friday will be paid at basic rate if in addition to the 37 hours
  - Saturday will be paid at time-and-a-half if in addition to the 37 hours (except where contract includes weekend working)
  - Sundays and Bank Holidays will be paid at double time if in addition to the 37 hours (except where contract includes weekend working)
- If TOIL is preferred rather than an overtime payment this must be agreed in advance with your line manager.
- The maximum amount of TOIL that may be accrued is 37 hours at any one time (pro rata for part time employees) .

### Overtime / Accrual of TOIL

- The extra hours worked must be recorded on the employee's timesheet. Failure to gain authorisation may result in the overtime not being paid or TOIL not being allowed.

- All overtime claims must be made using an appropriate overtime payment form or timesheet.

#### **Redemption of Time Off in Lieu (TOIL)**

TOIL should be taken as soon as possible and within the leave year of accrual.

Employee's requests to redeem TOIL will be granted at the discretion of their Line Manager, or in the case of the Clerk, the Chair, taking into consideration operational requirements, the needs of the business and the workload.

Line Managers are expected to allow staff as much flexibility as they can under this policy, however, it will not always be possible to allow staff to take the time off when they have requested it.

The Council reserves the right to request that an employee take TOIL or overtime for additional hours worked to suit operational needs.

Line Managers are responsible for monitoring the levels of TOIL that employees have accrued and ensuring that accumulations are in accordance with this policy.

***Reviewed at Policy and Resources Committee 8<sup>th</sup> January 2025  
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