

DITSU Time Off In Lieu (TOIL) Entitlements & Procedures for DITSU staff

Reporting to and responsible to: **Line Manager**

Preamble:

It is acknowledged that all DITSU staff work flexible hours that can fall outside the hours of the normal working day. DITSU Ltd will at all times discourage staff from working late hours or weekends for health reasons.

DITSU Ltd is a membership lead, service driven organisation which will entail staff working outside of the regular office hours in order to meet the needs of our members. Each employee must endeavour to balance the need for flexibility in work with the need for effective time management and good work life balance.

Due to the flexible nature of the organisation DITSU Ltd. does not provide for over time, instead it operates a time off in lieu (TOIL) system to allow employees to claim back additional hours worked as long as these additional hours are essential to service delivery, are managed effectively and have been approved by your Line Manager.

Time off in lieu is claimed back on an hour for hour basis irrespective of when the additional hours were worked. Time off in lieu only applies to hours worked over and beyond the normal working hours a staff member is contracted to work and does not apply to staff employed and paid on an hourly basis.

Time off in lieu (TOIL) is offered for the following items and events:

DITSU Staff Meetings

It is mandatory for all staff members to attend DITSU staff meetings. If the meeting occurs outside a staff member's normal working hours then that staff member will be entitled to time off in lieu for any additional hours worked.

DITSU Training Events

Any DITSU training event that occurs outside a staff member's normal working hours and where it is mandatory for the staff member to attend, **or** where they have been invited to attend, then that staff member will be entitled to time off in lieu for any additional hours worked

DITSU Student Activities & Events

Any DITSU Student Activities & Events that occur outside a staff member's normal working hours and where it is mandatory for the staff member to attend, meaning they have a specific pre approved role or function to perform, then that staff member will be entitled to time off in lieu for any additional hours worked.

Any DITSU Student Activities & Events that occur outside a staff member's normal working hours and where it is not essential for the staff member to attend, meaning they do not have a specific role or function to perform, then that staff member will not be entitled to time off in lieu.

Meetings of DITSU Student Council

If it is essential for an unelected staff member as part of their role in DITSU Ltd, to attend DITSU Student Council meetings, and as these meetings usually take place outside normal working hours, then the staff member will be entitled to time off in lieu for any additional hours worked.

If an unelected staff member voluntarily attends a meeting of the DITSU Student Council outside their normal working hours, then the staff member will not be entitled to time off in lieu.

Meetings of DITSU Executive Council

Any Executive Council meeting that occurs outside an unelected staff member's normal working hours and where it is mandatory for the staff member to attend or if they have been invited by the Executive Council to attend for a specific purpose or to perform a specific function, then that staff member will be entitled to time off in lieu for any additional hours worked.

DITSU Ltd Board Meetings

If it is mandatory for a staff member to attend DITSU Ltd Board Meetings, or if they have been invited to attend for a specific purpose or to perform a specific function then the staff member will be entitled to time off in lieu for any additional hours worked.

DIT Committees

Any DIT Committee meetings that occur outside a staff member's normal working hours and where it is mandatory for the staff member to attend, then that staff member will be entitled to time off in lieu for any additional hours worked.

DIT Events

Any DIT event that occurs outside a staff member's normal working hours and where the DITSU staff member is an organiser or co-ordinator or has been requested to work at the event, and this has been pre-approved, then that staff member will be entitled to time off in lieu for any additional hours worked.

Any DIT events that occur outside a staff member's normal working hours and where it is not essential for the staff member to attend, then that staff member will not be entitled to time off in lieu.

Other Third Party Events, (meaning non DITSU Events)

Any third party events that occur outside a staff member's normal working hours and where the staff member is an organiser or co-ordinator of the event, or has been requested to work at the event, or whose attendance has been preapproved, then that staff member will be entitled to time off in lieu for any additional hours worked.

Any third party events that occur outside a staff member's normal working hours and where it is not essential for the staff member to attend, then that staff member will not be entitled to time off in lieu.

DITSU Ltd's duty of care

DITSU Ltd. will at all times discourage staff members from working excessively long hours on a regular basis, habitually working late and/or at weekends in order to fulfil their roles. Staff are expected to effectively manage their work loads and to develop effective strategies to ensure that most work, most of the time can be achieved within their regular working hours.

However DITSU Ltd. also recognises that as a membership led service driven organisation, all staff may, to varying degrees and at different times of the year, need to work additional hours. The time off in lieu system allows DITSU Ltd to record each staff member's work patterns to ensure that all additional hours worked are essential to the role and are proportionate to the task or job at hand.

Awarding time off in lieu hours will be at the sole discretion of your Line Manager following the guidelines set out in this document. The line manager reserves the right not to allow a staff member to work additional hours for health and safety reasons.

Overnight hours, social times and travel

Please note that staff are not entitled to claim time off in lieu for overnight hours and for social times at DITSU or third party events. Staff are also not entitled to claim travel time for attendance at DITSU or third party events outside the staff member's normal working hours.

Procedures

- Time off in lieu for additional hours worked will not be agreed retrospectively.
- The line Manager, must be made aware of reasons for additional working hours prior to their commencement save for emergency or crisis situations, where the staff member had no way to foresee that it would be necessary to work additional hours.
- The employee should submit a request for time off in lieu to their line manager and once approved then the application should be forwarded to HR.
- Awarding time off in lieu hours will be at the sole discretion of the Line Manager following the guidelines set out in this document.
- It is up to each staff member to keep a record of any additional hours they have worked.
- Staff must forward a list of these hours to their Line Manager every month.
- In exceptional cases where it was not possible to have additional hours pre-approved, your line manager, must be informed by the next working day that time off in lieu hours have been accrued.

- The Line Manager also reserves the right not to allow a staff member to work additional hours for health and safety reasons.
- The Line Manager, at all times, reserves the right not to grant time off in lieu if the additional hours worked were not essential to the role or service delivery, if the additional hours worked were disproportionate to the task or job at hand, if the staff member failed to adhere to time off in lieu procedures or on any other substantive grounds.

Conditions

- Time off in lieu leave must be taken per semester and cannot be accumulated annually.
- Any time off in lieu that is not used within the semester deadlines below will become void.
- Time off in lieu must be taken with 14 weeks of being accumulated, but cannot be taken during periods of the academic calendar when students are attending class, sitting examinations or at a period that might adversely affect service delivery during times of high demand. The decision of the CEO in this regard will be final.
- The Line Manager will only sanction time off in lieu that has been correctly applied for and processed through proper procedures.
- Failure to adhere to time off in lieu procedures or abuse of time off in lieu entitlements may result in disciplinary action.
- DITSU Ltd. reserves the right to change or alter these entitlements from time to time.
- DITSU Ltd. agree to give staff due notice of any change in entitlements or procedures.