

**Green Templeton College  
University of Oxford**

**Overtime and Time Off In Lieu (TOIL)**

Overtime is defined as time which, with the approval of the line manager, is working in excess of 36.5 hours per week. The following conditions apply:-

- (i) Only staff employed in grades 1-5 are eligible for overtime.
- (ii) Overtime can be taken either as time off in lieu (TOIL) or as paid hours. TOIL will be at single time, i.e. one hour off for every additional hour worked.
- (iii) Any additional qualifying hours worked up to 36.5 hours per week will be paid at plain time.
- (iv) Where compensation for overtime is to be paid, additional qualifying hours worked over 36.5 per week will be paid in accordance with the following schedule:  
  
the first 7.25 hours of overtime working (in excess of 36.5 hours): time and a half  
  
any subsequent hours of overtime working (i.e. on completion of 43.75 hours): double time
- (v) Work on public holidays will be paid at double time.
- (vi) Staff employed on grades 6 – 10 may claim TOIL at single time if they are requested to work a Bank Holiday or a fixed closure day.