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.