



Overtime and Time Off in Lieu (TOIL) Policy

Introduction

Houghton and Wyton Pre-school recognises that, on occasion, staff may be required to work additional hours to support operational needs, training, or unexpected staff absence. This policy outlines how overtime is agreed, recorded, and either paid or taken as Time Off in Lieu (TOIL), ensuring fairness and transparency for all team members.

Aim

To ensure that any additional hours worked are managed appropriately and fairly, while maintaining required staffing levels and compliance with the **Statutory Framework for the EYFS (2023)**.

Objectives

We will:

- Clarify what counts as overtime and how it is authorised
- Offer flexible options for compensation through paid overtime or TOIL
- Ensure additional work is distributed fairly among staff
- Protect safe staff deployment and child ratios

Roles and Responsibilities

- **Manager:** Approves overtime in advance and monitors TOIL balances
- **Staff Members:** Request overtime in advance, record additional hours worked, and arrange TOIL in agreement with the Manager
- **Trustees:** Review and approve changes to this policy annually or when needed

Procedures

1. What Counts as Overtime

Overtime is defined as any hours worked in addition to a contracted shift. Examples include:

- Providing emergency staff cover
- Attending staff meetings or training sessions outside usual hours
- Attending training courses or mandatory CPD sessions organised by the setting
- Covering school closures or additional hours agreed with parents

2. Approval Process

- All overtime must be:
 - Pre-approved by the Manager (except in emergencies)
 - Logged with clear start and end times
- Staff should not assume overtime will be authorised unless agreed in advance

3. Paid Overtime vs TOIL

Staff can choose between:

- **Paid Overtime:** Paid at their standard hourly rate unless agreed otherwise
- Training sessions required by the setting will be paid unless agreed otherwise in writing
- **Time Off in Lieu (TOIL):** Time off equal to the extra hours worked, taken at a mutually agreed time

4. Paid Overtime and TOIL Guidance and Limits

- A maximum of 20 TOIL hours or paid overtime may be accrued at any time



- When an employee has recorded 20 hours of overtime a further discussion will need to take place with the pre-school manager about how this will be claimed and either logged for overtime or TOIL
- If an employee reaches 20 hours of logged overtime it would be encouraged by the Pre-school Manager to take at least some of this overtime as paid
- A maximum of 20 TOIL hours may be accrued at any time
- TOIL should be taken as soon as reasonably possible
- The Manager may schedule TOIL in quieter periods, provided ratios are maintained
- All TOIL must be **used by the end of the summer term** unless agreed otherwise

5. Booking and Recording TOIL

Staff must:

- Ensure all agreed TOIL hours are passed to the Administrator, who will record them in the central Excel workbook
- Request TOIL time in advance and ensure cover is arranged if needed
- The Manager may refuse TOIL requests if they impact ratios or operational safety

6. Contingency and Equity

- Overtime opportunities are shared fairly across the team where possible
- Where appropriate, the Manager will rotate opportunities to ensure no staff member is repeatedly relied upon for cover
- If TOIL cannot be used due to staffing pressures, the Manager may:
 - Convert TOIL to paid hours
 - Extend the deadline for taking TOIL

Monitoring and Review

- Overtime and TOIL usage is reviewed termly by the Manager
- TOIL management will be monitored as part of the setting's wider approach to staff well-being, in line with the Staff Sickness and Absence Policy
- This policy is reviewed annually by the Board of Trustees or sooner if staffing arrangements or regulations change

Legislation and Guidance

- Statutory Framework for the EYFS (2023)
- Working Time Regulations 1998
- ACAS Guidance on Working Hours
- Equality Act 2010

Acknowledgment

All staff must read and understand this policy. By doing so, they agree to follow the overtime and TOIL procedures outlined and support safe and fair working practices.