



Title	TOIL Policy (non flexi-time staff)
Purpose	The TOIL policy sets out the framework for granting time off in lieu (TOIL) to members of staff who are not eligible for, or have chosen not to opt into, the Flexi and TOIL policy.
Scope	<p>Neighbourhood team and retirement housing officers:</p> <p>The policy applies to all staff.</p> <p>Garrioch Road based staff:</p> <p>The policy applies to members of staff who are not eligible for, or have chosen not to opt into, the Flexi and TOIL policy.</p>
Definitions	<p>For purposes of this policy, unless otherwise stated, the following definitions shall apply:</p> <p>Flexible Working- Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works. Further details can be found in the Association’s Flexible Working Policy.</p> <p>Flexi-time – Some members of staff have the option to opt into this policy. It is the ability to record hours worked, accrue additional hours worked and take back whole flexi days off. The framework for this is set out in this policy. Flexi time is not a mandate for any individual staff member to permanently alter their normal working hours and should not be used to intentionally build-up hours for the purpose of taking time off.</p> <p>Flexible ways of working – is the approach set out in the Maryhill Housing’s Remote Working Policy and Corporate Guidance on Effective Remote Working which allows members of staff based at Garrioch Road to work at different times without recording hours worked.</p> <p>TOIL - Time off in lieu</p>
Policy Statement	Garrioch office based staff and retirement housing officers will be granted TOIL:

	<ul style="list-style-type: none"> - When asked to work by Maryhill Housing at a weekend or on a public holiday. TOIL will not apply when a member of staff chooses to work at the weekend or on a public holiday in line with Maryhill Housing’s Remote Working Policy, flexible ways of working and Corporate Guidance on Effective Remote Working. - In exceptional, unforeseen circumstances TOIL will apply when employees are asked in advance by their line managers to work significantly (e.g., a whole day) beyond their contracted hours and there is no foreseen ability to balance this out by working reduced hours in the coming period. Line managers will confirm in advance that TOIL will apply. <p>Neighbourhood Team staff will be granted TOIL:</p> <ul style="list-style-type: none"> - In exceptional, unforeseen, circumstances when employees are asked in advance by their line managers to work beyond their contracted hours. Line managers will confirm in advance that TOIL will apply. - In other circumstances as determined by the Association, for example time off at Christmas. <p>All TOIL must be managed and recorded on the Association’s time management system.</p> <p>TOIL arrangements must not mean that employees’ wellbeing is compromised in any way. This includes lone working or working excessive hours that could cause or exacerbate any health issues that could affect performance at work. There will be discussion at one-to-one meetings to ensure managers and employees are in regular dialogue about working time and time away from work, and how this is being managed.</p> <p>Details of how TOIL will operate are contained within the relevant procedure accompanying this policy.</p>
Approval	Senior Management Team – April 2023
Policy Owner	Human Resources Manager
Review	Senior Management Team – February 2025 or as business needs/legislation changes require.