



**Policy Title:**            **TOIL (Time off in Lieu) POLICY**

**Policy Type:**            **HUMAN RESOURCES**  
(Statutory, Financial, Administrative, Human Resources)

**Policy Number:**    **HR022**

Approved by Council	Last Review	Current Review	Next Review
	19 May 2020	18 May 2021	May 2022
	Resolution #	Resolution #	Resolution #
	20.6632	21.6948	
Approved by CEO/Director:	Bernie McCarthy – CEO	 ..... Signature.	
Effective Date	21 May 2020		
Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
Revision #:	Document Management File #.		
4.0	01-03-S011		

## **1. Purpose and Scope**

To provide a clear and transparent operational process in the management of Time Off In Lieu (TOIL).

This policy applies, by mutual agreement, to all Aurukun Shire Council Staff employed under the Queensland Local Government Industry Awards - State 2017 as amended or replaced. It directly applies to employees paid an annual gross wage of more than \$85,000.00. The policy is to be read in conjunction with the Queensland Local Government Industry Awards - State 2017 and any subsequent replacement Award, to the extent it relates to the employees and those earning above \$85,000.00 who are not eligible for overtime unless the relevant Award states otherwise.

## **2. Explanation**

TOIL is ordinary time off accrued and taken in lieu of the payment of overtime. TOIL is time off during the employee's ordinary time, on account of the employee having worked authorised overtime without pay.

## **3. Provisions**

The accrual of TOIL can only occur following prior approval from the employee's Supervisor and Director to work equivalent overtime. There must be a genuine operational need for such overtime to be worked, and the supervising officer must have delegated authority to approve such required overtime.

Payroll must be notified of any approval to accrue TOIL to enable the accrual function through Online Timesheet.

Taking of TOIL is subject to the following conditions:

1. All employee timesheets must display all authorised overtime that is to be accrued as TOIL, with comments added next to the overtime hours to support the accrual/claim. Authorised overtime must be approved online by the employee's Supervisor and Director with the delegated authority to authorise such.
2. When a circumstance necessitates an employee needing to take approved TOIL such request must be made through Online Leave for approval by the employee's Supervisor and Director at least two weeks in advance. The Supervisor and Director may decline approval to take TOIL where it will conflict with the provision of Council services.
3. A Supervisor and \ or Director may permit the taking of TOIL without the provision of 2 weeks' notice where an exceptional or emergency situation requires it, or where, in the context of operational considerations, there is otherwise mutual agreement between the employee and supervisor for such leave to be taken at a particular time.
4. Employees may accrue a maximum of 1 week of ordinary contract hours and the accrual must be taken within the time frame specified under their applicable award.
5. Council may direct the employee to take their accrued TOIL upon 5 days notice where it has not been taken at a mutually agreed time within the timeframe specified by the relevant Award.
6. Subject to the time frames in the Awards, TOIL accruals must be exhausted prior to Council approving a period of annual leave or long service leave.
7. Directors and Supervisors must ensure employees take any accrued TOIL within the approved time frames specified in the relevant Award.

8. Any unused TOIL balance at cessation of employment will be paid out at appropriate overtime rates as set out in the relevant Award.