



TIME OFF IN LIEU (TOIL) POLICY

Reference Document:

**Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016,
Social, Community, Home Care and Disability Services, Fair Work Commission.**

Referred to below as 'The Agreement'.

Introduction:

The Maldon Neighbourhood Centre Coordinator works an agreed number of hours between 8am and 6pm on weekdays, known as normal hours. Other times within the 8am-6pm Monday to Friday time periods are described as flexible hours. Work conducted outside these hours is generally treated as overtime, and paid at a higher rate. However, The Agreement allows for the coordinator to be requested to work between 6pm and 8pm on a maximum of four (4) days per fortnight at the rate applying to normal hours.

The Coordinator may be required to work longer hours outside of their normal hours to accommodate a pressing work issue, attend meetings or represent the organisation. If such work is undertaken within the hours of 8am and 6pm on weekdays, it is treated as flexible time. Outside of these hours, such work is remunerated at the overtime rate.

An alternative, which may be mutually beneficial to all parties, is for the Coordinator to take time off in lieu of payment (TOIL).

Time off in lieu (TOIL) will be accrued when the Coordinator is required to work beyond their normal contractually agreed weekly hours.

Scope:

This policy applies to the position of Maldon Neighbourhood Centre Coordinator

Responsible Parties:

The Committee of Management of the Maldon Neighbourhood Centre is responsible for overseeing the accrual and acquittal of time in lieu by the Coordinator

Purpose of Policy:

To enable all staff and members of the Committee of Management to have an understanding of the accrual, management and acquittal of time in lieu arrangements in the organisation.

Policy:

Where TOIL arrangements are used to remunerate the Coordinator for time worked in excess of their normal hours, then the TOIL will accumulate at the same rate as the pay rate for those

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hours. That is, if the extra time is worked between the hours of 8am and 6pm on a weekday, then the TOIL will accrue at the rate of one hour of leave for each extra hour worked. If the extra hours are worked at weekends or after 8pm they will be compensated at 1.5 or 2.0 hours for each hour worked (depending on whether the time covered weekday evenings, Saturdays or Sundays).

When the Coordinator agrees to work between 6pm and 8pm on a weekday, a maximum of four (4) hours per fortnight will be compensated by TOIL at the hour for hour rate

The Committee of Management shall ensure that the accrual and acquittal of time in lieu does not exceed 21 hours at any one time and does not expose the organisation to staff shortages.

The Coordinator can self-manage their time in lieu, up to +/- 14 hours. Anything above this requires approval from the President.

Time in Lieu accrued will be reported by the Coordinator at each Committee meeting.