

Time In Lieu / Time Off In Lieu for Professional, Management and Support Staff

| HR Policy Document Record | |
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| Policy Owner | Human Resources |
| Approval Body | President's Group |
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| Revision Date(s) | |
| Notes | |

1. DEFINITIONS

- 1.1 Time In Lieu (TIL) is time that a staff member works (accrues) in addition to their normal working hours.
- 1.2 Time Off In Lieu (TOIL) is time that a staff member takes off from work in respect of TIL.

2. POLICY

- 2.1 TIL may be approved by a supervisor/line manager for Professional, Management and Support Staff who would normally, under their existing terms and conditions of employment, be paid for working overtime.
- 2.2 The approval of TIL instead of overtime is subject to operational requirements of the function/school being met, as determined by a supervisor/line manager.
- 2.3 *A combination of TIL and overtime* may be approved at the discretion of the supervisor/line manager.
- 2.4 Under no circumstances may a staff member be paid for time worked (accrued) in respect of TIL.
- 2.5 For audit purposes, a supervisor/line manager must ensure that a combination of TIL and overtime and TOIL is recorded in **CorePortal**.
- 2.6 Local TIL and TOIL arrangements apply for staff working in the Libraries, Health Centres and for PMSS staff who are required to travel internationally on behalf of the University.

3. GENERAL PRINCIPLES

- 3.1 TIL may be worked (accrued) as follows:
 - i) On a time for time basis except for Public Holidays and Sundays where it will be time for time plus one half.
 - ii) On a double time basis where staff are required to work between the hours of 7.00-8.00 am (unless this is part of their normal working/rostered hours).
- 3.2 TIL should only be approved on the basis that the staff member is required to be in attendance outside of normal working hours/rostered hours.
- 3.3 TIL may only commence after a staff member has clocked out in respect of their normal working/rostered hours.
- 3.4 TIL may commence immediately after clocking out in respect of normal working hours. For example, a staff member may clock out at 5.00 pm and clock back in at 5.01 pm and commence TIL.
- 3.5 A staff member cannot accrue Flexi-time and TIL at the same time. If this situation arises, the supervisor/line manager must ensure the staff member's flexi-time balance is adjusted. HR is available to assist if necessary.

- 3.6 In accordance with the Organisation of Working Time Act 1997, an individual is entitled to rest breaks as follows:
- 15 minutes where up to 4.5 hours have been worked;
 - 30 minutes where up to 6 hours have been worked which may include the first break.
- 3.7 Staff on Flexi-time should not apply for TIL or be approved to take TOIL if they have debit hours.
- 3.8 Under no circumstance may TIL be added to a staff member's Flexi-time balance.
- 3.9 Under no circumstance may surplus hours (i.e. where staff have a credit in excess of 14 hours in any given period) be considered TIL or be taken as TOIL.
- 3.10 TOIL should normally be taken outside of term time.
- 3.11 TOIL should not be approved at periods where a section is particularly busy e.g. commencement of the academic year or during peak periods.
- 3.12 TOIL should normally be taken within three months of the TIL having been worked (accrued).

4 APPROVAL PROCEDURE

- 4.1 Both TIL and TOIL must be pre-approved by a supervisor/line manager using **CorePortal** or by email in the case of TU Dublin, Tallaght.
- 4.2 A combination of TIL and overtime must be pre-approved by a supervisor/line manager using the **Time In Lieu / Overtime Approval Claim Form** in Appendix 1.

5. QUERIES

Contact: Leave and Benefits Team

E-Mail: Leaveandbenefit@tudublin.ie

Appendix 1

TIME IN LIEU CLAIM FORM
ONE WEEK (OR PART-OF) ONLY PER SHEET

| | | | |
|------------------|--|--------------------------|--|
| NAME | | LOCATION | |
| STAFF NO: | | COST CENTRE | |
| GRADE: | | WEEK ENDING (SAT) | |

| DAY | DATE | TIME | | REASON FOR OVERTIME NATURE OF WORK | SUB TOTAL | | TIME IN LIEU APPROVED HOURS |
|-----------------------------|------|------|----|---------------------------------------|-----------|------|-----------------------------------|
| | | FROM | TO | | HOURS | MINS | |
| MONDAY | | | | | | | |
| TUESDAY | | | | | | | |
| WEDNESDAY | | | | | | | |
| THURSDAY | | | | | | | |
| FRIDAY | | | | | | | |
| SATURDAY | | | | | | | |
| TOTAL TIME IN LIEU CLAIMED: | | | | | | | |

SIGNATURE OF CLAIMANT: _____

APPROVED BY: _____

DATE: _____