

# **COPELAND BOROUGH COUNCIL**

## **TIME OFF IN LIEU POLICY –DRAFT 2**

### **1.0 Introduction**

1.1 The following guidelines are designed to ensure a consistent approach to Time off in Lieu management across the Authority.

### **2.0 Definition**

2.1 Time off in Lieu is accrued when an employee works outside of normal hours (8.00 a.m. – 6.00 p.m. Monday – Friday).

2.2 Time off in Lieu cannot be accrued within this period as flexi-time arrangements will apply.

2.3 Excess flexi-time i.e. more than the current flexi-time procedure permits, cannot be transferred into Time off in Lieu.

2.4 The accumulating and granting of Time off in Lieu must be agreed with line managers in advance, failure to do so will result in the claim for Time off in Lieu being rejected.

### **3.0 Monitoring**

3.1 Managers must ensure that all Time off in Lieu is approved, recorded, checked and monitored.

3.2 A Time off in Lieu record card must be completed. This should show exact dates and times worked, a description of the work undertaken, a total of the hours worked, a total hours used and a cumulative total.

### **4.0 Accumulation of Time off in Lieu**

4.1 Time off in Lieu should not be accumulated and should be taken within a month where practicable.

### **5.0 Calculation of Time off in Lieu**

5.1 All Time off in Lieu is calculated on a single time basis. In exceptional circumstances or emergency the appropriate Head of Service may agree other arrangements in consultation with the Human Resources Manager.

### **6.0 Taking Time off in Lieu**

6.1 As with any request for annual leave and flexi leave, managers must be consulted in advance and agree the request.

6.2 Granting of Time off in Lieu must take full account of operational needs and the likely effect on service levels.

6.3 Time off in Lieu may be taken in core time.

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#### **7.0 Termination of Employment**

7.1 Employees leaving the Authority will not receive untaken Time off in Lieu as paid leave.

7.2 Any untaken Time off in Lieu outstanding on the termination date will be lost.

(ref: s\2004\time off in lieu policy.w cs 14/6/05)