



TIME OFF IN LIEU (TOIL)/ TIME KEEPING RECORDS

From time to time occasions will arise which may require a member staff to work more than their contracted hours. This may be planned in advance or may arise at short notice (eg due to the unforeseen absence of a colleague).

Any additional hours worked must have been previously agreed with their line manager before they are worked, and must be initialled to show that they have been approved, on either nursery adjustment forms for nursery staff or on time sheets for managers and office staff.

All full-time staff are entitled to claim such extra hours worked as compensatory Time Off In Lieu (TOIL). Part-time staff must agree with their line manager whether they will be claiming any additional hours worked either as TOIL or as paid additional hours.

Any extra hours worked may only be claimed back as TOIL by mutual agreement with an employee's Line Manager. Employees should aim to claim back extra hours by the end of the following month in which they were worked, e.g. extra hours worked in September must be claimed back by the end of October etc.

Staff may not carry forward more than 2 days in any month without prior consent from their senior service manager.

Frequent claims for TOIL or additional pay will prompt a review of the job role to assess whether staffing levels are sufficient or whether other efficiencies may need to be considered.

RECORD KEEPING

All staff must sign themselves in and out of their place of work stating the actual times of arrival and departure. Times of attendance for work will be the shift times as agreed with line managers.

A daily attendance register must be completed by a senior member of staff. This register must be submitted with monthly payroll processing documents.

Nursery Managers and all administrative staff are required to keep weekly timesheets which must be countersigned by line managers and submitted monthly in time for payroll processing.

Record of TOIL sheets for nursery staff must be signed by line managers prior to payroll processing on a monthly basis.

If any hours are being claimed as salary, an adjustment sheet is required, which must be signed by the employee and the line manager.