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## **Time Off In Lieu Policy**

**Statement:** This policy forms part of your Company procedures, which is part of your conditions of employment and may change from time to time. Changes will be because of current best practice and legal requirements, and to ensure that business needs are met. If we are going to make changes, we will ask your opinion. We will let you know about changes as far in advance as possible of the change being made, unless the change is required by law.

Staff, on occasion, need to work outside what are considered 'core' hours of work or beyond their contracted hours in order to meet the needs of the service. Without this goodwill, it would be impossible to provide a service that is quick to respond or cope with work demands. However, we recognise our duty to protect the health and safety of our staff by making sure that they do not work too many hours. Taking time off in lieu will allow us to pay you back for any extra time that they do have to work.

What is Lieu time? Lieu time is time off which you are allowed to take instead of overtime pay, for hours worked beyond the working day (i.e. evenings and weekends). Payment for extra hours will be very rare, and must always be agreed in advance.

Lieu time allows staff to respond flexibly to unexpected service or personal needs. It also covers the occasional need to vary when services are provided, such as weekend workshops or events.

In addition, if a staff member has an unexpected commitment in their personal life, time off can be agreed and made up at a later date.

General Principles Lieu time is not a tool to be used to build up time to get extra days leave to be taken. Most duties should be carried out as part of normal working hours.

Building Lieu time should rarely happen. It is to ensure that when staff attend meetings, conferences or visits that extend beyond normal working hours, this time can be taken back. It also allows for staff to respond to crises in their personal lives.

Lieu time should not result in changes to normal working arrangements, for example every Friday afternoon becoming a "Lieu time" afternoon, or working through lunch times and leaving work early each day.

The scheme must be used in the best interests of the service. Staff and managers need to work together to make sure that we provide good cover at all times.

Some staff may not be able to build Lieu time because of the type of job that they do. The success of the scheme is based on trust. Any member of staff who is found to have abused the Lieu time scheme may have to face disciplinary action up to and including dismissal.

Rules on Accruing and Taking Lieu time. Staff must agree with managers any time to be worked outside of normal working hours in advance. Staff must get their managers approval before taking any Lieu time, in the same way that annual leave is approved. Lieu time must be taken within the same month as accrued unless agreed before with the line manager. Lieu time built up and not taken will be lost.

You should follow the rules set down for all other authorised absences, such as annual leave, sickness, compassionate leave.

Time off must be equal to time actually worked: i.e. there is no provision for time-and-a-half, double time, etc. – if you work two hours, you can claim two hours Lieu time, regardless of whether the occasion is evening or weekend.

I have been informed about and understand the above item.

Signature.....

Date.....

*This information is also available in other formats, languages and picture format upon request.*