**Time off in Lieu**

We recognise that it is only sometimes possible for employees to work only their contractual hours. However, we also must protect the health and safety of its employees by ensuring that they do not work too many hours and are compensated if they must work extra hours. This policy is in place to define the time off in lieu system and to set down guidelines for its implementation.

'Time off in lieu' is taken instead of overtime pay by employees working beyond their contractual hours. [Only [non-managerial/administrative employees] are entitled to participate in the time off in lieu arrangements.

Where possible, we encourage its employees to take time off instead of overtime worked. However, employees will be allowed to take overtime pay if they have obtained the prior agreement of their line manager.

Employees needing to work more than their contractual hours should inform their line manager as soon as possible before the date concerned and get their approval.

Employees are expected to manage the amount of overtime worked in cooperation with their line manager. It is generally expected that at most [number of hours] of time off in lieu may be accumulated in any month. There may be exceptions to this, which will be reviewed case by case.

Time off in lieu accrued is equal to time worked; for example, if the employee works for two hours, two hours of time off in lieu is accrued, regardless of whether the work is done on a weekday, weekend or bank holiday.

Employees' requests to redeem time off in lieu will be granted at the discretion of their line manager, taking into consideration operational requirements such as the needs of the business and the workload of other employees. Line managers are expected to allow Employees as much flexibility as possible under this policy. However, it will only sometimes be possible for Employees to take time off when requested. At least [number day/s] of time off in lieu must be accrued before redeeming it.

Employees must take time off in lieu within [one month] of accrual if it is operationally possible. Employees can only carry forward time off in lieu beyond this period with the prior agreement of their line manager. Any entitlement not taken within [one month] of accrual or within a period agreed upon with the line manager will be lost.

Employees who leave the organisation and have accrued time off in lieu will be paid overtime to cover this.