Time Off In Lieu (TOIL)

This guide will explain how you can record TOIL earned and TOIL taken.

Paid TOIL on an hour-for-hour basis can be awarded to those who are contractually obliged to work a prescribed number of hours per week. The decision whether to offer TOIL earned will be made by the responsible supervisor/manager and will be communicated to you before the work is undertaken. The taking of TOIL must be mutually agreed between you and your manager in advance and can only be taken in half-day blocks (in the same way as annual leave).

The Staff Connect absence management module is the only recognised University record of absence and is where you are now able to record TOIL. Please note your record of TOIL is separate from your annual leave entitlement. Your TOIL earned and TOIL taken is sent to your line manager or their delegate to review, authorise or reject. If you have any queries about your TOIL balance please speak to your line manager.

Staff Connect is linked to payroll and therefore it is important that any leave is entered promptly and accurately.
TOIL Earned

Click **Absence** from the left-hand menu in Staff Connect.

If you have more than one post the screen below will be displayed. Please select the post you wish to record TOIL earned for and then click **Next**.

This will display a calendar, showing all recorded absences. The screen will show a twelve month calendar with the current month showing on the middle line of the calendar with today’s date highlighted in dark blue.

Scroll to the bottom of the screen. This screen will display the absence/attendance types that you can request and view. You can also view your entitlements and access your team calendar.
To record Time off in Lieu (Earned) click **Request New**, highlighted in blue which is on the same line as TOILE.

The Record an Attendance screen will open and you need to complete the following details:

- **Comments** - Enter the reason why the TOIL was earned.
- **Category** – You are able to record different categories of TOIL. Please confirm with your line manager which category you need to select from the drop down box.
  - **TOIL Hour for Hour** will award one hour TOIL for each hour worked.
  - **TOIL Time and a Half** will award 90 minutes of TOIL for each hour worked.
  - **TOIL Double Time** will award 2 hours of TOIL for each hour worked.
- **Date** - click on the calendar button to select the date of period of TOIL earned.

- **Total Time** - click in to the **HH** box and type in the total number of hours of TOIL which have been worked and then click in to the **MM** box and enter the number of minutes (to the nearest 15 minutes).
Click **Submit**

Click **Close** to the confirmation screen. These details will be sent to your line manager for review.
TOIL Taken

Please note that TOIL should be taken in half or full day blocks. If you have any questions please discuss this with your line manager.

Click **Absence** from the left-hand menu in Staff Connect.

If you have more than one post the screen below will be displayed. Please select the post you wish to enter a period of TOIL taken for and then click **Next**.

This will display a calendar, showing all recorded absences. The screen will show a twelve month calendar with the current month showing on the middle line of the calendar with today’s date highlighted in dark blue.

Scroll to the bottom of the screen. This screen will display the absence types that you can request and view. You can also view your entitlements and access your team calendar.
To request Time off in Lieu click **Request New**, highlighted in blue which is on the same line as TOILT.

The Record an Absence screen will open where you need to complete the following details:

- **Comments** - the comments box is optional and visible to your manager

- **From** - click on the calendar button and select the start date of your period of TOIL taken.
- **Full Day** - if this is a full day absence please skip to the To step (on page 7).
- **Part Day** - if this is a half day absence click on the Part Day button.
  - This will display 3 new fields to complete - Time, Hours off (HH, MM)

- **Time** - enter the time your period of TOIL taken starts into the Time box e.g. 09:00 or 13:30.
- **Hours off** - enter the number of hours taken in the HH box and the number of minutes in the MM box. For example, if you are requesting TOIL taken as a half day leave between 09:00 and 12:30 you will need to enter 09:00 in the Time box then 3 in the HH box and 30 in the MM box.
- The above assumes you work a 7-hour day.
  You will need to adjust the hours and minutes if your working day is shorter or longer.

- **To** - click the calendar button and select the date for the end of your TOIL taken.
  Please note, if you are booking just a single whole or half day off, please ensure the To date matches the From date.
• **Full Day** - if this is a full day absence please click **Confirm planned work time** (see page 8).
• **Part Day** - if this is a half day absence click on the **Part Day** button.
  • This will display 3 new fields to complete - **Time**, **Hours off (HH, MM)**

- **Time** - enter the time your period of TOIL taken ends into the **Time** box e.g. 12:30 or 17:00.
- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example if you are requesting a part day TOIL between 9:00 and 12:30 you will need to enter 12:30 in the **Time** box then 3 in the **HH** box and 30 in the **MM** box.
- The above assumes you work a 7-hour day.
  You will need to adjust the hours and minutes if your working day is shorter or longer.

Once the end date is selected the system will automatically calculate the **Total Time** requested based on your contracted hours which are averaged across the working week (or based on the details you have entered in the part-days boxes).

Please click into **Confirm planned work time**.
This screen will show all the relevant calendar weeks to cover the start and end date of the absence you entered.

If this default working pattern matches your actual work pattern, click **Save**.

However, if the working pattern does not reflect your actual hours/days of work please update your working pattern for each day in HOURS: MINUTES. If you should not have worked on a particular day please ensure this is entered as 00:00. When you have entered all days, click **Save**.

Please note, the screen shows the week ending rather than week beginning.

Once you have finished and entered all the required data click the **Submit** button to record the absence.

If you did not click **Confirm planned work time** before you clicked **Submit** you will see this error message. Please complete this step.

Your request has now been submitted to your line manager or their delegate to review and either authorise or reject. Once your request has been processed, you will be sent an email to inform you of the outcome.

While your request is awaiting authorisation the leave dates will show in your calendar with red text to show they have not yet been authorised. If your request has been authorised, the text will be black.