

# GUIDE TO TIME OFF IN LIEU (TOIL)

## Guidelines to be used in conjunction with Policy Flexible Working Arrangements

**Guideline Owner:** Director, Human Resources Services Centre

**Keywords:** 1) Time Off In Lieu 2) TOIL 3) Time in Lieu

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### 1. INTENT

To raise awareness of specific conditions, and to assist employees understanding the accrual and taking of Time off in Lieu under the Industrial Instrument (TOIL).

### 2. ORGANISATIONAL SCOPE

All Professional Employees excluding casuals.

### 3. DEFINITIONS

TERM	DEFINITION
Time off in lieu (TOIL)	Where agreed the employee instead of being paid for overtime worked in accordance with Industrial Instrument, may elect to take time off in lieu (TOIL).

### 4. GUIDELINES CONTENT

4.1 In accordance with the Industrial Instrument and Flexible Working Arrangement Policy, this guideline provides information for the taking of TOIL.

4.2 Prior to working approved overtime an employee may request to receive TOIL instead of an overtime payment in accordance with the Industrial Instrument. A Line Manager may grant or refuse the request.

- 4.3 Unless agreed otherwise by the Line Manager, and employee's TOIL balance may not exceed a maximum of 5 days.
- 4.4 In accordance with the Industrial Instrument TOIL must be taken within 6 months of working the overtime.
- 4.5 Where an employee does not clear their TOIL for any reason within the timeframe at section 4.4 of these guidelines, payment for the time will be made to the employee consistent with the Industrial Instrument.
- 4.6 Subject to Line Manager approval, an employee may instead of taking TOIL and prior to expiry of the timeframe at section 4.4 of these guidelines request to be paid out for their TOIL.
- 4.7 Where an employee has a TOIL balance in excess of 5 days the Line Manager may require the employee to take TOIL to meet the requirements at section 4.3 of these guidelines. The employee may instead of taking TOIL make a request under section 4.6 of these guidelines to be paid out the portion of excess TOIL.
- 4.8 A request to take TOIL is subject to normal leave approval and operational needs.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for the following

The Director, Human Resources Services Centre has overall responsibility for the content of these guidelines and its operation in ECU.

These guidelines apply to Professional Employees employed by the University

## 6. RELATED DOCUMENTS:

6.1 The policy and guidelines are supported by the following:

- [Policy – Flexible Working Policy](#)

6.2 Other documents which are relevant to the operation of the policy and guidelines are as follows:

- [ECU Enterprise Agreement](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

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