Policy Rationale
It is recognised that the completion of tasks associated with the performance of position descriptions may occasionally require flexibility of hours. Overtime, if required, is paid by Time Off In Lieu [TOIL] unless otherwise negotiated with the Manager.

Policy Aims
TOIL is granted in compensation for extra time worked in accord with the Neighbourhood House and Learning Centre Agreement.

TOIL should be approved in advance by the Manager, but not with-standing this, all TOIL has to be approved and signed for by the Manager [or in the event of the Manager’s absence, by the Office Manager] within 48 hours of being incurred.

Procedure – TOIL as it applies to Manager
- Manager’s Contract is for 1:1 TOIL.
- TOIL will be directed toward the next immediate Victorian School Vacation or taken with board approval at a time suitable to both parties.

Procedure – TOIL as it applies to Permanent Staff
Below are three alternative choices a permanent employee can exercise in accord with the NHCL 2007 Agreement. If a permanent employee does not exercise a choice, the default position will be applied. The alternatives are:

[Option A – DEFAULT POSITION: 48 weeks paid work + OVERTIME TOIL]
Permanent employees working 48 weeks may undertake approved overtime at overtime rates. With the agreement of the manager this can be taken as TOIL [time off in lieu] or if the manager is unable to release the employee for TOIL it will be paid out.

[Option B – UNPAID leave + FLEXI TOIL]
Permanent employees not wanting to work 48 weeks can select unpaid leave for all or part of the vacation periods indicated below. The employee nominates the weeks they do not wish to work and for which they will receive no pay. An employee selecting unpaid leave, can, with prior Management approval, work Flexi-toil as per award S22.6.1 – S22.6.7 on a 1:1 basis to convert this unpaid leave into paid leave for their nominated vacation dates.

[Option C – PURCHASED leave involving Salary Deduction + FLEXI TOIL]
Permanent employees not wanting to work 48 weeks may purchase leave via a salary deduction. The employee nominates the relevant vacation weeks they do not wish to work and consequently would not normally receive pay.

But in this scheme, the actual weeks the employee has agreed to work and be paid for are averaged over a 52 week year. This ensures a standardized average rate of pay is received for all 52 weeks of the year as per award S27.2

Employees with purchased leave, can, with prior Manager approval, work Flexi-toil on a 1:1 basis. When 15.2 hours Flexi-toil is accumulated, this can be taken as TOIL, or if the manager is unable to release the employee, they are paid out in the next pay cycle at the employees original pay rate rather than their averaged pay rate.

Evaluation
This policy will be reviewed bi-annually.