

HUMAN RESOURCES

OVERTIME AND TIME OFF IN LIEU POLICY AND PROCEDURE



Equality and Diversity

This Policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality, Diversity and Inclusion policies.

1.0 Policy

- 1.1 This policy and procedure document applies to all staff currently employed on grades 1 to 4 on the Professional Support Pathway (PSP).
- 1.2 The London School of Hygiene and Tropical Medicine's policy is that overtime is not payable and staff are not normally expected to work overtime. However, The London School of Hygiene and Tropical Medicine ("the School") recognises that there will be some occasions and circumstances when some roles will be expected to work beyond the normal hours.
- 1.3 The School is aware that informal Time Off In Lieu (TOIL) arrangements exist above Grade 4. These arrangements are not covered by this policy and procedure. However, this does not mean that these arrangements are prohibited. Overtime arrangements for cleaning and catering roles, where overtime is a regular requirement, will continue.
- 1.4 On occasions when there is a need to work extra hours, individuals should be consulted as to whether they are willing to work the extra time. The individual should be made aware that TOIL will be arranged to compensate for the extra hours worked. Overtime will only be payable in exceptional operational circumstances and will be at the discretion of the Dean of Faculty or Head of Department.

2.0 Procedure

- 2.1 If an occasion arises when it is necessary to work extra hours, these may only be undertaken once Dean of Faculty or Head of Department agreement has been secured.
- 2.2 The Dean of Faculty or Head of Department will then make arrangements for TOIL to be granted. Any TOIL granted must be taken within the current leave year.
- 2.3 Staff should request, and line managers should then either authorise or reject, TOIL at the earliest opportunity using MyView self-service.
- 2.4 If it is not possible to take TOIL, then overtime will be payable. This option will only be available when there are exceptional operational circumstances which would not deem taking TOIL as a practical option.
- 2.5 For full-time staff, overtime will be paid at time-and-a-half for weekdays and Saturdays, and double-time for Sundays, Public Holidays and Director's Days.

2.6 For part-time staff overtime will be paid at the normal hourly rate unless the total hours worked exceed 35 hours per week. If the total hours worked does exceed 35, then overtime arrangements will apply as detailed in paragraph 2.5.

2.7 Overtime payments are not superannuable.

Accessibility

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

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