



# PILGRIM UNITING CHURCH

*We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.*

HR-02

## TIME OFF IN LIEU (TOIL) & TIME OFF TO ATTEND PERSONAL COMMITMENTS

### 1. Introduction

Pilgrim Uniting Church (Pilgrim) is committed to:

- fostering a positive and productive workplace which is mutually beneficial for Pilgrim and our employees; and
- ensuring that employees are treated in accordance with relevant legislation, awards and best practice in human resources management.

### 2. Purpose

This Policy outlines the arrangements to apply where employees are required to work outside of their ordinary contracted working hours. It also covers working arrangements which may apply where staff have commitments that occur during their ordinary contracted working hours. Note: This Policy only applies to permanent employees.

### 3. Policy

#### 3.1 TOIL

From time to time some staff will be required to work outside of their ordinary contracted working hours in order to perform the inherent requirements of their role. In these situations they will be entitled to TOIL for equivalent hours to the hours worked outside of normal hours.

#### 3.2 Time off to attend personal commitments

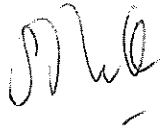
Employees will sometimes have unavoidable commitments which occur during their ordinary working hours. Examples include family responsibilities, medical and dental appointments, etc. In these circumstances employees may, with the approval of their Manager, take time off during their normal working hours to attend to such personal commitments and make up the time they are absent from work under an arrangement agreed to by the Manager.

**Authorisation**

Church Council Chair:

Reviewed February 2020

Approved: March 2020

A handwritten signature in black ink, appearing to be 'JWE', is written over the 'Church Council Chair:' line.

Next review date: March 2022

## **TOIL AND TIME OFF TO ATTEND PERSONAL COMMITMENTS PROCEDURES**

### **1. Responsibilities**

- 1.1 Managers are responsible for approving TOIL and time off to attend to personal commitments for employees reporting to them in a fair and consistent manner, taking into account Pilgrim's operational requirements and the employee's needs.
- 1.2 Employees are responsible for applying for and taking TOIL and time off to attend to personal commitments in accordance with this Policy and Procedures.
- 1.3 The Business Manager is responsible for ensuring that TOIL and time off applications are appropriately documented, approved and processed through payroll.

### **2. TOIL**

With the approval of their Manager, employees are eligible to take TOIL for equivalent hours to the additional hours worked outside of normal hours worked. Additional hours of work are defined as:

*additional hours of work to those contracted, overtime, attendance at any work related meeting or training event outside of ordinary contracted hours of work, including the time outside of ordinary hours required to travel to and from meetings/events/training.*

The only exception to this arrangement is where the travel is made at the start of the working day from home to the first location point that is the regular place of work, and where staff leave from their regular place of work to their homes.

Approval for accruing and taking TOIL is to be given by the appropriate Manager and should be recorded as such on the employee's time sheet.

Except in exceptional circumstances, and subject to the approval of the relevant Manager, the amount of time accrued for TOIL should not exceed three (3) working days i.e. 22.5 hours at any one time. This limit is for full-time staff and therefore, for part-time positions, TOIL limits will be calculated on a pro rata basis.

TOIL must be recorded on the employee's time sheet and on payroll.

### **3. Time Off to Attend Personal Commitments**

With the approval of their Manager, employees may apply for time off to attend personal commitments. Examples include but are not limited to family responsibilities, dental and medical appointments, etc.

The employee must apply in writing to their Manager, outlining in general terms, why they require the time off, the expected duration of the time they will be absent from

work and how they intend to make up the time taken off. Subject to the approval of the Manager, the adjusted hours must be recorded on the employee's time sheet.

#### 4. Time Sheets

Employees are required to complete a daily time sheet recording their hours of work. Time sheets which cover one month shall be initialled by the appropriate Manager, and forwarded to the Business Manager who will arrange for payroll processing. It is important that any leave taken, including TOIL, is recorded accurately on the time sheet.

#### 5. Related Documents

- HR-01 - Grievance Policy
- HR-03 - Annual Leave Policy
- HR-04 - Leave without Pay Policy
- HR-05 - Personal (Sick and Carer's) Leave and Compassionate Leave Policy
- HR-06 - Long Service Leave Policy
- Clerks – Private Sector Award 2010
- Miscellaneous Award 2010



#### Authorisation

Chair of Operations Committee:

Reviewed February 2020

Update approved: March 2020

Next review date: March 2022