



Time Off In Lieu (TOIL)

Some of the College staff have the ability to take time off in lieu (TOIL) of extra hours worked. Accumulating TOIL may be preferable to applying for overtime payments or using annual leave. Approval must be sought from your line manager and the Principal (or Deputy) to use TOIL.

TOIL is recorded (and used) via the Mount Carmel ICT web site <http://ict/> and click the TOIL link (or go directly to <http://ict/toil>). Please note that this is only accessible when you are on the College LAN or WiFi.

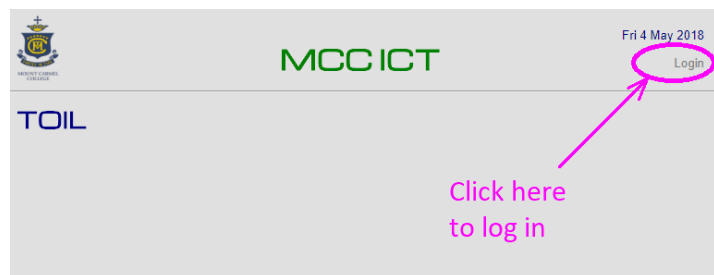
Here are some things to remember about TOIL:

1. Only non-teaching Staff (e.g. Admin, ICT, Maintenance, etc.) may use TOIL.
2. The minimum TOIL to record or use is 30 minutes.
3. Talk with your line manager before recording/using TOIL as Leave or overtime may be preferable in that instant.

Using the TOIL system

Go to <http://ict/toil> and, if your name is **not** showing at the top right, then login using your firstname.lastname and school password.

Once you are logged in, you should see something like the picture below. If not, please talk to Gary or Simon in the ICT team.



Fill in the form, specifying the date that you did/will work the hours or the date that you wish to take off (using your accumulated TOIL hours). Be sure to include a concise description in the Details. Whenever possible TOIL should not be requested retrospectively.

Either click the **green** button to record TOIL worked or the **red** button to request time off.

Your line manager will receive an email of your request for approval. Once they approve it, then the Principal (and Deputy Principal) receive an email for final approval. Once you have final approval, you will see the amount of time show up in your TOIL balance (at the top of the page).