



STATEWIDE GROUP TRAINING (SA) INC

TIME OFF IN LIEU POLICY

PURPOSE:

This policy statement outlines the commitment of Statewide Group Training (SA) Inc (SGT) to ensure that staff who may have to do additional hours from time to time will be given the opportunity to have Time Off In Lieu (TOIL) of hours worked.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff.

POLICY:

SGT recognises that staff members will, from time to time, be required to attend functions or work reasonable additional hours out of normally recognised business hours as part of their duties.

Recognition of the additional hours worked will be given as TOIL.

TOIL must not be allowed to accumulate beyond 8 hours per calendar month, and must be with prior approval of the Line Manager.

TOIL must be taken in the month of accrual or at a time agreed by the Line Manager.

The employee must provide documentary evidence (time book, diary record) of the period(s) where the time has been accrued.

Under no circumstances can TOIL hours be accumulated (banked) to be taken at a later time in blocks without written permission of the CEO.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024