

Overtime / Time Off in Lieu (TOIL)

The following information applies to employees of the Central Academic Bodies and central activities of the University of London (the "central University").

1. Clerical Technical and Support Staff (CTS)/Technical Staff/Manual and Skilled Trades (MST)

1.1
Non-contractual overtime may be worked only when approved by the head of department (or their appropriately authorised nominee). A full working week of 35 hours must be worked completely before overtime provisions apply – this includes part-time employees who are normally contracted to work for less than 35 hours per week.

1.2
The standard overtime arrangements are given below but are subject to variation by heads of division who may determine that the normal compensation for overtime worked is given either by TOIL (at the appropriate enhanced rate) or by an overtime payment.

1.3
However, staff agreeing to work overtime may, if the workload permits and if agreed by the head of division, choose to be compensated by TOIL at the appropriate rate even if overtime payments are normally made.

1.4
Overtime rates are as follows:

Monday to Saturday	1.5 times basic hourly rate
Sundays	2 times basic hourly rate
Bank/Public Holidays and University Closure Days	2 times basic hourly rate and equivalent time off

2. Administration Management and Professional Staff (AMP)

2.1
AMP staff may be required to work before or after their normal hours. Where you need to work before or after normal hours no extra payment will be made to you, however your head of division will normally allow you to take equivalent time off in lieu (TOIL). In exceptional circumstances, where your post or your department/division requires you to work in excess of your normal hours, your head of division may introduce a short-term payment option after prior approval by the Director of Human Resources.

2.2
If, at the request of your head of division/department, you work from time to time on a Saturday, Sunday, Public Holiday, or a day when the part of the University in which you work would normally be closed, you will be compensated by TOIL.