Time Off In Lieu Notes

General notes:

The process is exactly the same whether you wish to add lieu time to your bank of time to take or you wish to take lieu time from your bank of time owed back to you.

Lieu time can only be added to your lieu time bank in 15 minute slots i.e. you can book 2 hours, 2 hours and 15 minutes or 2 hours and 45 minutes but you cannot book 2 hours and 20 minutes or 2 hours and 35 minutes etc.

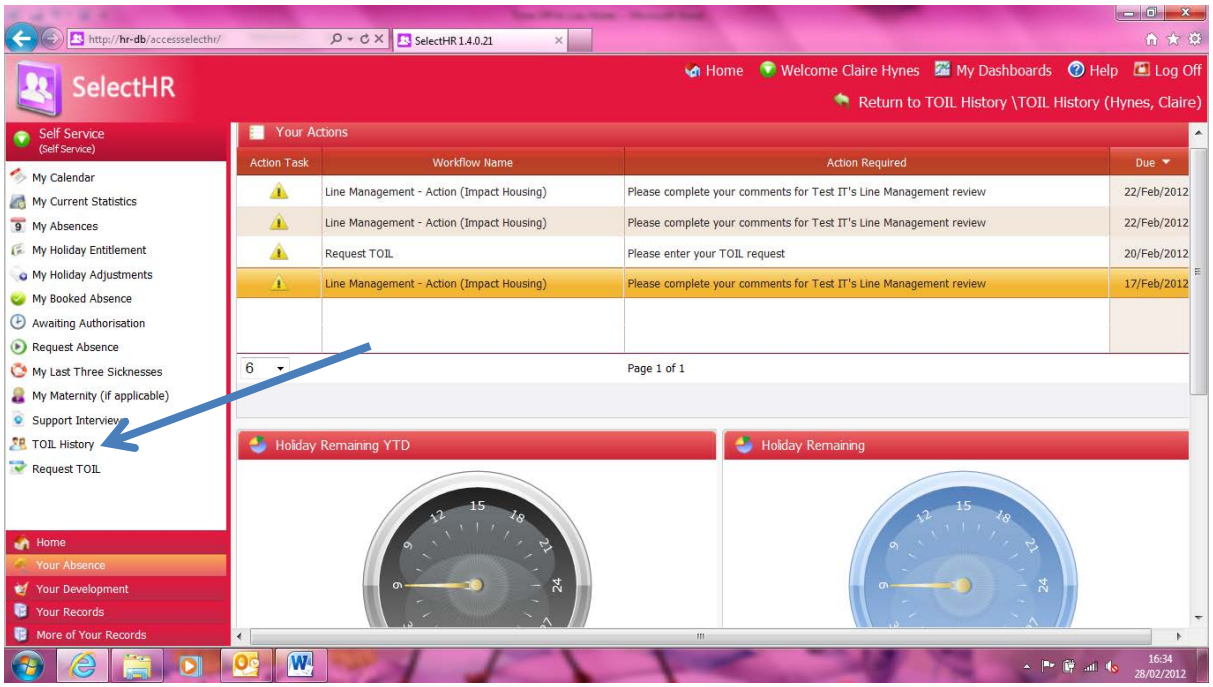
You can book a minimum of 30 minutes off at a time when taking your owed lieu time and if you do not have enough lieu time in your 'bank' Select will not allow you to go into minus figures and will cancel your request.

If you are booking a full day lieu time it is important to deduct your normal work break from this i.e. someone who works 9am to 5pm on a Monday is entitled to a 30 minute lunch break, they would therefore book off 7.5 hours not the 8 hours they are at work. Unlike holiday requests Select does not recognise your working pattern.

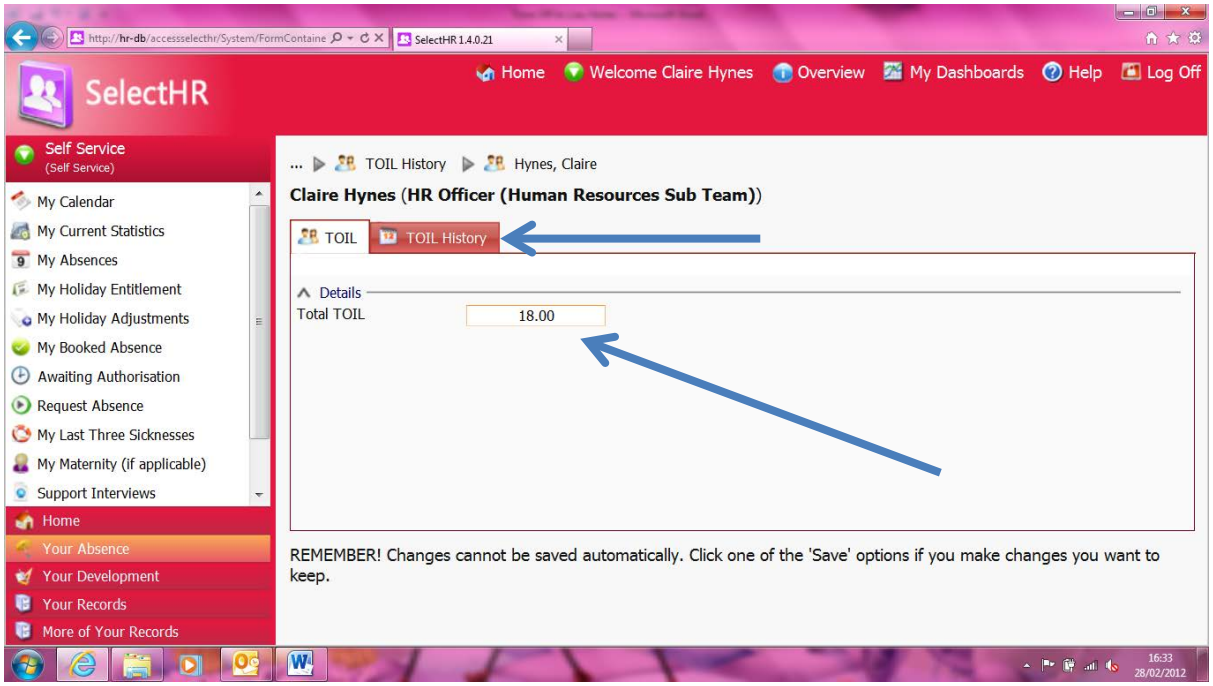
Step by Step guide:

To view your total Toil and your Toil History-

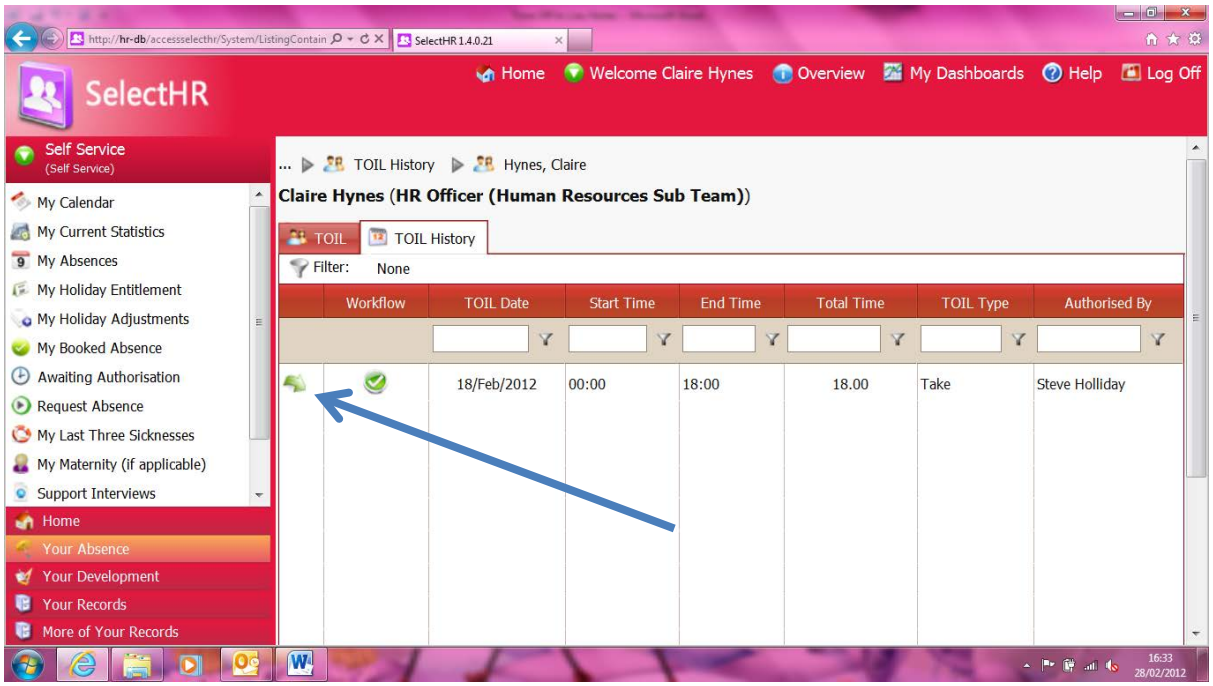
Log into Select and click on the 'your absence zone' (bottom left). On the absence menu Toil History and Request Toil will appear.



In Toil History you can view how much time off in lieu you have built up in total on the first tab and by clicking the Toil History Tab behind you can see each Toil addition and subtraction.

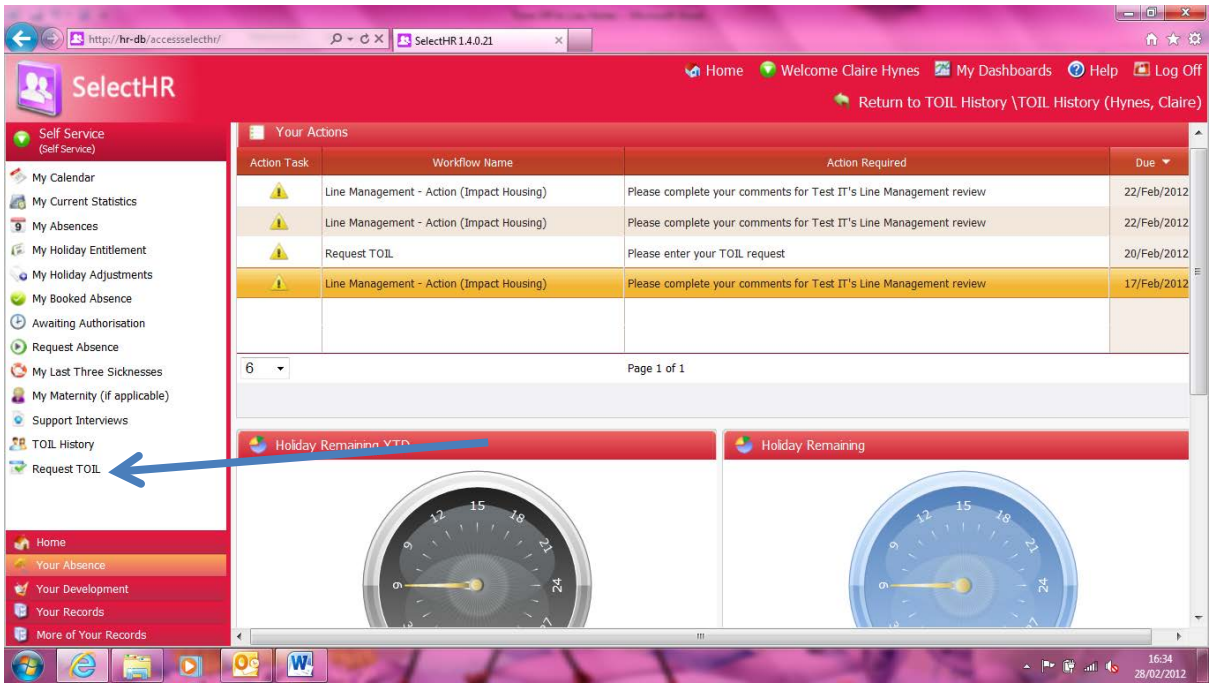


If you click on the green arrow of one of the additions/ deductions in your Toil History you can view the comments made by you and your line manager.

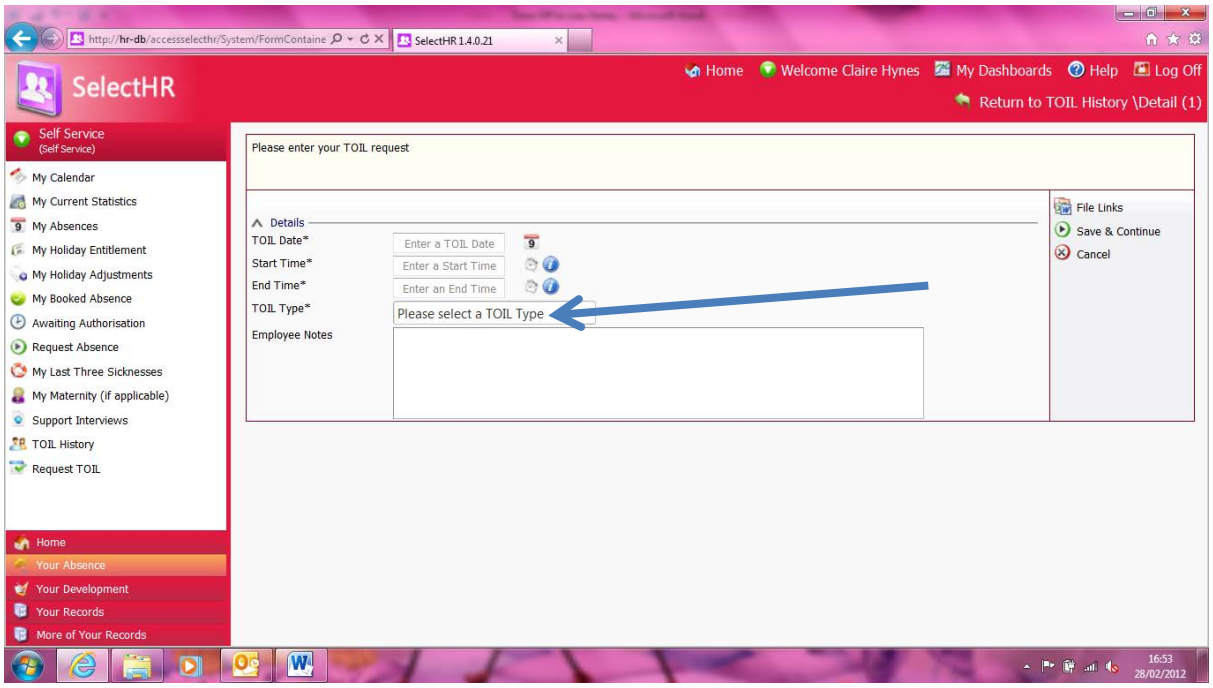


To add in Time owed back to you or to book Toil-

Log into Select and click on the 'your absence zone' (bottom left). On the absence menu Toil History and Request Toil will appear. Click 'Request Toil'.

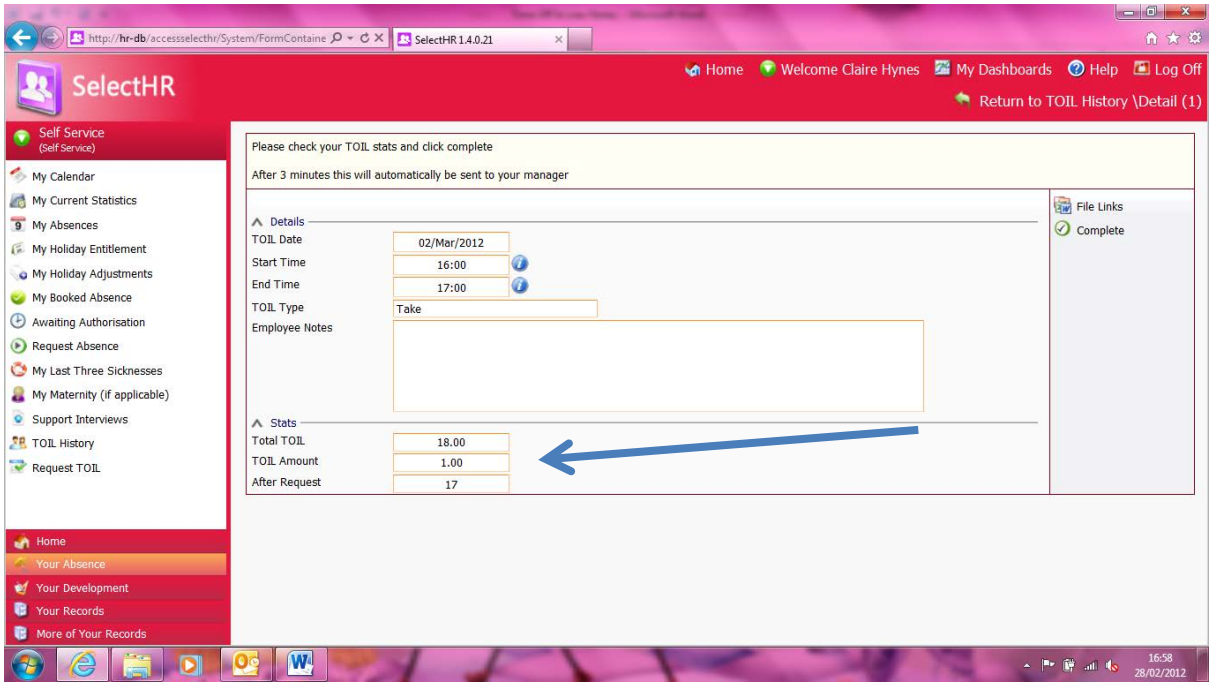


After clicking 'Request Toil' the below form will appear. Complete this and add your reason's for requesting time off in lieu or for adding in overtime to your lieu time bank to take at a later date. **<u>It is very important you choose the right 'Toil Type'.</u>** If you have worked additional hours and are adding time to your lieu time bank to use at a later date choose the option 'add'. If you are requesting to take time off in lieu and use some of the hours owed to you choose the option 'take'.



If you are happy that the form is complete click save and continue (on the right hand side).

You will then see a preview of your request, this will show you at the bottom of the page how much Toil you have requested and what amount you will have in your bank following your request being approved by your Line Manager.



Once you have previewed the form click complete (on the right). If you have not clicked complete within 3 minutes Select will do this automatically.

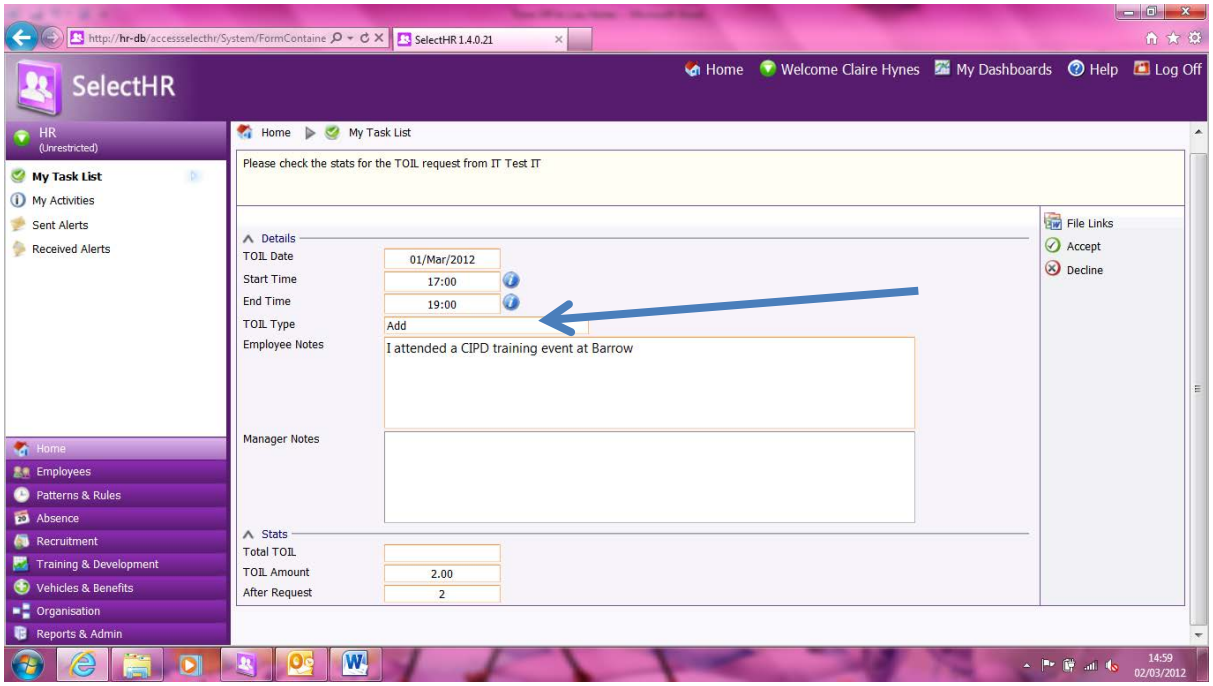
Once completed the request will be sent to your Line Manager who will approve or decline it. You will receive an email to confirm this.

Line Managers Notes:

Following one of your team entering a lieu time request you will receive an email from Select and a task to authorise this will be waiting in your task list. Click the task and action this task (on the right hand side).

You will then be presented with a copy of the form filled out by the employee. The Toil type highlights whether they wish to ‘take’ lieu time out of their bank or to ‘add’ more into it as they have worked additional hours.

If they are requesting to add lieu time to their bank they should have completed the employee notes section to explain why this is.



When you have read the form you can make comments in the box as to why you are accepting or declining the request (this will be automatically forwarded to the employee in an email) and then click accept/ decline on the right to complete the task.

Your member of staff will then receive an email to notify them of your response.

At any time you can view the Toil records for your staff in the Managers Menu in the 'Their Absence' Zone under Toil History. You can also add in Toil requests if your team member takes lieu time at short notice.