



The Three Saints Academy Trust **Time Off in Lieu policy**

Context

All schools in the Three Saints Academy Trust must adhere to the Trust Policy for approving time off in lieu.

Any member of staff wishing to have time off in lieu must have this approved in advance by the Head Teacher of the School.

Responsibilities

- The Headteacher has the power to approve or deny any request for time off in lieu
- The Headteacher must follow the parameters of this policy when approving time off in lieu
- Any member of staff wishing to apply for time off in lieu must complete the attached form and hand to the Headteacher for prior approval. Time off in lieu cannot be approved after the event. The Headteacher has the right to refuse the suggested days if these do not fit in with school plans

Guidelines

The following is a list of scenarios when time off in lieu may be approved by the Head teacher:

Work completed in school holidays

Where a member of staff has carried out agreed work in a school holiday, outside their normal working hours and it has been therefore without pay, this can be matched with time off in lieu

Over-time outside normal working hours

Where a member of staff has carried out agreed work outside their normal working hours and they do not want to be paid overtime so the work has therefore been without pay, this can be matched with time off in lieu

School Residentials

Any member of staff attending a school residential at the request of the Headteacher is entitled to time off in lieu as follows

- Weekend residential = 1 day time off in lieu
- Week day residential with 2 week nights = 0.5 days time off in lieu



The Three Saints Academy Trust
Time off in lieu application form

Name of school –

Name of member of staff –

Details of time owed (including dates and number of days worked and reason)

Date of time of in lieu requested

Signed –

Date-

APPROVED/DENIED (please circle)

Signed (Headteacher)

Date-