

HCC Data Protection Policy



Introduction

1. The success of Huntingdonshire Community Church (HCC) is founded upon the skills, energies and commitment of individual employees. Many give generously of their time and work much beyond the call of duty. Without their goodwill and adaptability it would not be possible to provide react quickly to events and cope with work demands that spill over from day to evenings, to early mornings and Fridays into weekends.
2. When this happens a system of time off in lieu (TOIL) is available to compensate for otherwise lost personal leisure time and to help ensure a work/life balance.
3. It should be noted that TOIL is not intended as a way of ‘accruing extra holiday’ and nor is it intended as a way of taking a normal working day off on a regular basis (e.g. ‘every Friday is a TOIL day’). TOIL is exceptional rather than a regular or routine occurrence.

Allocations

4. There are three particular types of TOIL within HCC:
 - a. **Multi-day events UK** – on occasion staff will be involved in supporting multi-day events such as week-long conferences and alike. In such circumstances the following allocations are set for each event:
 - One TOIL day for each weekend day or bank holiday; plus
 - One TOIL day for up to two weekday evenings worked in a single week; plus
 - Two TOIL days for more than two weekday evenings worked in a single week.

For example:

- 5 days including a Saturday and a Sunday = 4 days TOIL
- 5 days including a Saturday or a Sunday, but not both = 3 days TOIL
- 4 days including a Saturday and Sunday = 3 days TOIL
- 4 days including a Saturday and Sunday and a Bank Holiday Monday = 4 days TOIL
- 2 weekdays = 1 day TOIL
- 3 weekdays = 2 days TOIL
- 4 weekdays = 2 days TOIL

- b. **One Weekend Day** – on occasion staff will be involved in supporting single-day weekend events. In such circumstances the following allocations are set for each event:
 - i. **Up to 7.5 hours worked during a weekend day** - if a member of staff works during a weekend for up to 7.5 hours (one working day) they are entitled to that time back in lieu on an hour-for-hour basis, to be taken during the working week.
 - ii. **More than 7.5 hours worked during a weekend day** - if a member of staff works more than 7.5 hours in one weekend day they are entitled to claim back one working day in lieu

during the working week.

c. **Multi day events overseas – eg overseas mission trips**

One TOIL day for each weekend day or bank holiday; plus
One TOIL day for each week or part week excluding weekends.

5. **Cumulative Time** – on occasion staff will be involved in working a small number of extra hours on a frequent basis for a period of time. In such circumstances, to ensure an appropriate work/life balance, an employee can discuss this with their line manager and seek an appropriate amount of time off in lieu.

Guidelines and Constraints

6. In order for TOIL to work effectively for both the employee and the organisation, the following guidelines and constraints exist. It should be noted that TOIL is not intended as a means to accrue additional 'holiday' but a means of helping achieve an appropriate work/life balance and recognising the generosity of employees who give generously of their time and work much beyond the call of duty.

7. TOIL should be agreed in advance with your line manager as soon as it is known and the relevant form submitted for approval.

8. TOIL days should be taken as soon as is practicably possible after being accrued.

9. Due to organisational operational constraints, TOIL should not normally be taken on a Monday morning without advance approval from your line manager.

10. No more than 4 days of TOIL can be accrued at any one time other than in exceptional circumstances approved in advance by the Senior Leader.

11. No more than 2 days of TOIL can be taken consecutively other than in exceptional circumstances approved in advance by the Senior Leader.

12. As far as is practicable the employee should agree in advance with their line manager when specific tasks will result in the need for TOIL.

Procedures

13. TOIL should be agreed in advance with your line manager as soon as it is known and the relevant form submitted for approval.

14. Accurate records of TOIL must be maintained.