

VOLUNTARY ACTION - LEEDS

LIEU TIME POLICY

The following paragraphs govern the accrual of lieu time by employees of Voluntary Action - Leeds.

Why do we need a Lieu Time Policy?

Voluntary Action - Leeds recognises that the nature of its work means that it will not always be possible for staff to work only within recognised office hours, and that meetings and events often occur outside of these hours. However, VA-L also recognises its duty to protect the health and safety of its staff by ensuring that they do not work too many hours and that they are recompensed for any extra time that they do have to work. This Policy seeks to set out both a definition of the lieu time system and some guidelines for its implementation.

What is Lieu Time?

Lieu time is time off which you are allowed to take in *lieu* of (i.e. instead of) overtime pay, for hours worked beyond the working day (i.e. evenings and weekends). Under no circumstances can overtime be paid other than in time off, and all references to “overtime” in this document mean unpaid overtime.

Accrual of Lieu Time

1. If you need to attend an evening or weekend meeting or event in the course of your work, you should ensure that your line manager is aware of this, preferably before the date concerned, and you should record the hours worked on your monthly timesheet, marking them clearly on the lieu time balance section.
2. You are expected to manage the amount of overtime you work in co-operation with your line manager; while it is recognised that certain posts may require more overtime than others, it is generally expected that full-time staff will not accrue more than 10 hours overtime in any one month (pro rata for part-time staff).

3. Time off must be equal to time actually worked: i.e. there is no provision for time-and-a-half, double time, etc – if you work two hours, you can claim two hours lieu time, regardless of whether the occasion is evening or weekend.

Redemption of Overtime

1. Lieu time should be taken in the same month that it is accrued, and not carried from month to month; if this is not possible, it must be taken within the following month. Lieu time accrued and not redeemed as outlined will be considered lost.
2. Use of lieu time must be clearly marked on your timesheet, and kept separate from flexitime calculations where flexi is being worked.
3. Reasonable notice should be given to your line manager when lieu time is to be taken, and it is your responsibility to ensure that the proposed time off fits with your work commitments, etc.
4. Line managers have authority to vary these rules only in extreme circumstances.

*Policy adopted by the Trustee Board of Voluntary Action – Leeds on 9 November 2000.
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