



NSA policy for time off in lieu (TOIL)

To be read alongside the NSA Employee Handbook

NSA does not pay overtime*, but TOIL can be claimed in specific circumstances outlined in this policy.

Exemptions from this policy are:-

- Employees in the Senior Management Team (Chief Executive and Operations Director) are not eligible for TOIL but are given five days additional holiday per year. The five days are applied pro rata if an individual does not work full time.
- Other employees with outreach roles that take them out of the office can request to be ineligible for TOIL and be awarded five extra days holiday per year. If agreed by their line manager and/or Senior Management Team, this will be confirmed in writing. Such an agreement can be reviewed at any time.

Employees with an outreach role that requires them to spend time out of the office. As per their employment contracts, NSA employees attending NSA and other industry events, activities and meetings are required to work additional hours when authorised and as necessitated by the needs of the business. However, given that these hours are often frequent and considerable, TOIL can be offered at the complete discretion of an employee's line manager. Lieu time is calculated by the line manager, not the employee. The calculations take into consideration these guidelines:

- Leaving home early in the morning to travel to an event is considered to be part of the role and is not eligible for TOIL.
- Staying away from home overnight or attending an evening event on behalf of NSA is usually considered as eligible for TOIL and 0.5 day typically allocated per occasion. Similar consideration will be given when staff members have travelled late into an evening to get home, rather than staying away overnight.
- Work at a weekend or on a bank holiday is eligible for TOIL.

If you hold more than one position for NSA, discuss with your line manager your eligibility for TOIL before attending events.

Employees with a role that does not take them out of the office. Any extra hours worked are not eligible for TOIL, although employees can discuss with their line manager any hours they consider to be exceptional, for example to deliver a large project or meet an unexpected deadline. Given that all employees, even those who do not usually work outside the office, put in extra hours around the biennial NSA Sheep Event, TOIL will be discussed and given after this event.

Taking TOIL once it has been agreed by your line manager. TOIL to be taken as soon as practical after it is accrued, but with consideration given to minimum employee requirements at times when several employees are looking to take TOIL and/or holiday. If you are an employee who receives on or close to the national minimum wage, the TOIL must be taken in the same pay reference period. In the same way as holiday allowances are administered, TOIL is given on a 'use it or lose it' basis. TOIL must be taken within the calendar year and will not be paid for. Any TOIL accrued but not taken at the time of termination of your employment will not be paid to you. TOIL is tracked via the Bright HR system.



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National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

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Variations to TOIL for specific employees

- Staff on zero hours contracts do not get TOIL, but are eligible for the 'NSA inconvenience payment' of £31.50 per night when they stay away on NSA business.
- *Staff on part-time contracts with a job description stating they work extra hours/days when another staff member is off work can be paid overtime. They will have details from NSA of the hourly rate payable.