



OVERTIME AND TIME OFF IN LIEU POLICY AND PROCEDURE

Equality and Diversity

This Policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality and Diversity Policies.

1.0 Policy

1.1 This policy and procedure document applies to all staff currently employed on grades 1 to 4 on the Professional Support Pathway (PSP).

1.2 The London School of Hygiene and Tropical Medicine is not payable and staff are not normally expected to work overtime. However, The School recognises that there will be some occasions and circumstances when some roles will be expected to work beyond the normal hours.

1.3 The School is aware that informal Time Off In Lieu (TOIL) arrangements exist above Grade 4. These arrangements are not covered by this policy and procedure. However, this does not mean that these arrangements are prohibited. Overtime arrangements for cleaning and catering roles, where overtime is a regular requirement, will be covered by the relevant collective agreements.

2.6 For part-time staff overtime will be paid at the normal hourly rate unless the total hours worked exceed 35 hours per week. If the total hours worked does exceed 35, then overtime arrangements will apply as detailed in paragraph 2.5.

2.7 Overtime payments are not superannuable.

Accessibility

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

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