



WSRA POLICY No P1: Staff Overtime Toil and Annual Leave

The WSRA is a responsible employer and takes the welfare of all its staff extremely seriously. Trustees/Directors and Advisors recognise that they have a duty of care towards those working for them and that staff should be encouraged and enabled to achieve a good work life balance.

1. Who is covered by this policy?

All paid staff employed by WSRA.

2. What is overtime?

Full time is considered to be 40 hours per week. Part-time staff work a contracted number of hours and all benefits are pro-rata to a full time rate for 40 hours per week. Due to the nature of the business, most job roles require some flexibility in working the contracted hours, sometimes across a 7 day week. Overtime is defined as additional hours worked, over and above the contracted hours.

3. What is TOIL?

TOIL stands for Time off in Lieu. TOIL is accrued when hours are worked outside of normal working hours for operational or business reasons. The WSRA does not pay staff for additional hours worked (overtime) but does offer employees the opportunity to take time off in recompense at a time convenient for themselves and for the business.

4. When is overtime worked and TOIL accrued?

TOIL should not be accrued on a regular basis. If staff are regularly unable to complete their regular duties within their normal working week they should bring it to the attention of their line manager and seek a solution.

The only valid reason for members of staff working more than their contracted hours is that they are asked to do so by their line manager, for a specific operational or business needs or for a particular event.

5. Flexible and Hybrid Working

WSRA wishes its staff to have a good work-life balance and to be fulfilled in their work for the charity. We recognise that there are times when personal life may clash with working hours and therefore some flexibility in working hours and place of work is permitted. Any variation of more than 2 hours from a regular work schedule must be cleared with the Line Manager before actioning. Flexible working should clearly be recorded as such in time sheets.

Working from home for part or all of the contracted hours is also permitted with the prior agreement of the Line Manager and confirmation of suitable arrangements in place for contact (phone), accessing company documents (device and secure internet connection) and safe working practices. WSRA has the same health and safety responsibilities and duty

of care towards staff working from home as for anyone else and may require a risk assessment to confirm a safe and healthy working environment for its employees. WSRA staff working from home will still be subject to all WSRA policies and practices.

All staff will be expected to attend in person when requested.

6. Time sheets

All paid staff are required to keep accurate records of hours worked and complete a timesheet each day. Staff should upload their completed timesheets to the WSRA staff space on the M365 portal each month.

7. When can accrued TOIL be taken?

Additional hours worked should not be allowed to accumulate to the point where it becomes detrimental to the business to allow sufficient TOIL to be taken. Further Line Manager and staff should regularly monitor excessive TOIL balances and staff workloads to help prevent burnout. For most staff, TOIL should be taken within a few days and certainly by month end. If staff are unable to take their TOIL within a reasonable period, an explanation should accompany their timesheet. The Line Manager will then agree with staff a timescale in which the TOIL should be taken. Any TOIL not taken within that timescale will be deemed to have been forfeit unless a further arrangement is requested. Only in exceptional circumstances will a further arrangement be sanctioned. Any accrued TOIL not taken within 3 months is normally forfeit.

A member of staff serving notice of termination of their employment with the WSRA will be expected to take any outstanding TOIL within the notice period.

8. External and Legislative Constraints

- a. Staff working in Safety Critical roles on the railway MUST conform to the requirements of those roles, including maximum working hours.
- b. Even during the busy season staff and managers have a responsibility to ensure their working hours do not exceed those stipulated by the Working Time Regulations.
- c. Anyone working in excess of 6 hours must take a break (unpaid) of a minimum of 20 minutes.

If any staff have problems adhering to this policy they should bring it to the attention of their line manager. All Line managers should work with staff to ensure:

- d. The operational needs of the business are not compromised
- e. Staff are able to achieve a healthy life work balance

9. Annual Leave Entitlement

All staff are entitled to the statutory annual leave allowance. For full time workers that is currently 28 days (20 days plus 8 bank holiday days). Part-time workers are entitled to pro-

rata annual leave. In addition senior staff and those with long service are granted additional annual leave as follows:

Length of service Eligibility	Seniority/Eligibility	Annual leave + General Public Holidays per annum
On appointment incl pro-rata to start date	All Staff	20 days + 8 days (statutory)
After 2 years service	Managerial staff	23 days + 8 days
After 5 years service	None	25 days + 8 days

10. Booking Annual Leave

All staff are required to pre-request annual leave with their line manager in writing. Written confirmation of annual leave will be given once approved and booked. (In writing and written confirmation includes electronic communication). Annual leave requests will normally be approved unless there is a genuine operational reason why the requested dates cannot be accommodated.

The WSRA acknowledges that at times there may be a need for a member of staff to request emergency compassionate leave. In this circumstance it is acceptable for the request to be made by telephone with the Line Manager and the written confirmation of approval and booking will be dealt with by the Line Manager.

11. Carrying over Annual Leave

The Annual Leave year runs from January to December, with a month's allowance for any unused annual leave to be taken. This means that under normal circumstances all annual leave must be taken by the end of the following January. A longer carry-over in exceptional circumstances may be considered and would need to be applied for.

If a member of staff cannot take all of their leave entitlement because they're already on a different type of leave (eg sick, maternity or parental leave) they may carry some or all of the untaken annual leave over into the next year. In these circumstances, staff may carry over an amount up to their full annual leave entitlement less 8 days. (eg 20 days for someone on 28 days leave and 25 days for someone on the maximum of 33 days entitlement). This must then be taken within 18 months at a time agreed with the line manager.

12. Statutory requirements

WSRA adheres to all UK legislative and statutory requirements for employment, as a minimum.

Policy Author	Jacquie Green – General Manager
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Date confirmed by WSRA Board	26 February 2018 – annual changes confirmed 17.7.2018
Date Implemented	1 st September 2018
Date policy amended	December 2022
Date confirmed by WSRA Board	12 December 2022
Date policy amended	June 2026 Di Ricketts-Tanner (Trustee)
Date confirmed by WSRA Board	22 nd June 2026
Date implemented	26 th June 2026
Review interval	4 years unless legislation/regulation requires earlier review
Next Review Due	June 2030