



Overtime Policy

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1. Definitions

Central Team means Staff who are not employed within an academy.

Non-Teaching Staff means any employee not employed in a teaching role within an academy.

Teaching Staff means any employee engaged in teaching and learning responsibilities within an academy.

Overtime means any authorised time worked by an employee in excess of their normal contractual hours to meet the operational needs of the Trust.

Additional hours mean authorised hours worked by a part-time employee beyond their contracted hours, up to the full-time equivalent hours for their role.

Time off in Lieu (TOIL) means authorised paid time off granted to an employee in place of payment for approved overtime or additional hours worked.

Stepping Up means the temporary assignment of an employee to undertake the duties and responsibilities of a higher graded post.

Line Manager means any member of staff with management responsibility including Headteachers and or Central Team Managers.

Headteacher means Leader of an academy. In any academy that has an Executive Headteacher, it means Executive Headteacher.

Academy means a constituent academy of Grace Schools.

Working time means any period during which an employee is working.

Staff means any person employed by Grace Schools, temporarily or permanently.

Trust Board means the Board of Trustees of Grace Schools.

2. Application of this Policy

The policy is applicable to all staff employed by Grace Schools included, support, teaching and central support team.

The application of overtime payments, additional hours payments will be determined in accordance with the employee's contractual terms and conditions of employment or were by a separated stepping up arrangement has been agreed.

3. Associated Policies and Documents

This Procedure should be read in conjunction with the Trust's Pay Policy and Leave of Absence Policy.

Grace Schools HR policies can be accessed via our website at: <https://GraceSchools.org.uk/policies>

4. Purpose and Scope

The Trust recognises that there may be occasions when employees are required to work overtime or additional hours to meet operational needs. This policy sets out the arrangements for the authorisation, recording and compensation of overtime and additional hours worked across the Trust. It also outlines appropriate procedures for Time Off in Lieu (TOIL).

The Trust is committed to ensuring that additional working hours are managed fairly, consistently and in accordance with employment legislation, budgetary requirements and employee wellbeing.

Travel and personal expenses must be claimed and processed in accordance with the Trust's Expenses Policy.

5. Procedures

Overtime or additional hours should only be worked where there is a clear operational requirement.

All overtime, additional hours and TOIL arrangements must be approved in advance by the Headteacher or Line Manager.

Headteachers and Line Managers must ensure that opportunities to undertake additional work are offered fairly and consistently where appropriate and full within the scope of the school/departments budget.

Any additional hours must be in line with the Working Time Directive and Line Manager must control and monitor overtime on an ongoing basis.

Employees should not assume that additional hours worked without prior authorisation will be compensated.

5.1. Overtime Rates

Overtime where hours have been worked more than an employees' contractual weekly hours shall be reimbursed at the hourly rate applicable to the employee substantive scale point.

All staff will be paid in accordance with Grace Schools Pay Policy.

5.2. Authorisation requirements

Employees are only entitled to claim overtime where the additional hours have been authorised in advance by the appropriate Headteacher or Line Manager.

Any overtime worked without prior approval may not be eligible for payment or TOIL.

5.3. Submission of Claims

Employees are responsible for completing and submitting their overtime claim form accurately and within the required timescales to the school.

The claim process is as follows:

1. The employee completes the overtime claim form and sends to school office, Line Manager or Headteacher.
2. The Headteacher will complete final approval by signing the form.
3. The designated School Office team member will process the claim payable on the EPM portal.
4. All claim forms must then be recorded in the school designated payroll folder which is shared with the payroll department.

5.4. Claim period

Overtime claims must be submitted no later than the last calendar day of the month. Claims received after the submission deadline will normally be processed and paid in the next available payroll period.

Overtime claims may only be submitted for hours worked during the preceding calendar month.

Overtime hours worked in	Submission deadline	Payable in
January	31/01/20XX	February
February	28/02/20XX	March
March	31/03/20XX	April
April	30/04/20XX	May
May	31/05/20XX	June
June	30/06/20XX	July
July	31/07/20XX	August
August	31/08/20XX	September
September	30/09/20XX	October
October	31/10/20XX	November
November	30/11/20XX	December
December	31/12/20XX	January

5.5. Time off in Lieu (TOIL)

TOIL is compensation for additional time worked by an employee more than their contractual hours at the request of their Line Manager.

Where operationally appropriate, TOIL may be granted in place of overtime payment for support staff in academies and/or central team staff.

Requests for employees to work additional time should be made and agreed to on a voluntary basis and should not be consistent.

TOIL will only be granted to Managers or Senior Leaders in exceptional circumstances.

Managers should ensure that all eligible employees have the opportunity to volunteer where there is an operational requirement.

All TOIL arrangements must:

- Be approved in advance by the employee's line manager
- Be recorded accurately with the People Services Team
- Be taken within three months of being accrued.
- Be taken at a mutually agreed time, having regard to the needs of the school/department.

TOIL cannot be accrued or claimed for individual periods of time less than 30 minutes per day.

The Trust reserves the right to determine whether overtime payment or TOIL is the most appropriate form of compensation, taking account of operational and budgetary considerations.

5.6. Toil for Leadership Scale Staff

Employees on the Leadership Scale are expected to fulfil the responsibilities of their role and manage their working time accordingly. As such, additional hours worked will not normally attract overtime payments or time off in lieu (TOIL).

Only in exceptional circumstances, where additional hours have been specifically requested and approved in advance by the appropriate Senior Manager, may TOIL be granted. Any TOIL arrangements must be agreed beforehand, recorded appropriately, and taken within a reasonable timescale in accordance with organisational procedures.

5.7 Payroll Review

Following submission of a claim form the payroll department will review and validate all claims received within the relevant payroll processing period.

Where a query is identified payroll may seek clarification from the Line Manager, Headteacher or another authorised approver.

Where a query cannot be satisfactorily resolved before the payroll authorisation deadline, the claim may be deferred to the next available payroll cycle pending completion of the necessary checks and approvals.

The Trust reserves the right to delay payment of any claim that is incomplete, inaccurate, unsupported or submitted without the required authorisation. Employees will be notified where a claim cannot be processed within the current payroll period.

6 Stepping Up Arrangements

The Trust recognises that from time to time, operational requirements may require support staff to undertaking additional responsibilities associated with a higher scale point job role on an occasional basis, during their usual contractual working hours. Where this occurs, an acting up arrangement may be approved to ensure staff are appropriately compensated for the additional duties undertaken.

Acting up arrangements apply to school support staff only. Where there is a requirement for Teaching Staff to undertake additional leadership, management, teaching, or operational responsibilities these arrangements will be considered separately in accordance with our Grace Schools Pay Policy, which is in line with School Teachers' Pay and Conditions Document.

Where acting up is outside the employee's normal working hours this may be processed as additional hours at the associated rate of pay. This will only be processed where the Line Manager has agreed and there is the appropriate budget.

Any acting up arrangements are intended to be temporary and should not be used as a substitute for appropriate recruitment, restructuring or permanent changes to job responsibilities.

All acting up arrangements must:

- Be approved by the Headteacher or relevant Budget Holder.
- Be reviewed and approved by the Finance Team before implementation.

No acting up payment may be made without prior approval from Finance.

The proposed acting up rate must align with the Trust's approved Support Staff pay banding structure and cannot exceed the banding of the duties being undertaken.