FAQ's : Decoupling Flexi Leave and Time off in Lieu (TOIL) from annual leave

This FAQ document has been set up to assist with any questions regarding the changes to the recording of Flexi-Leave and TOIL on HR Connect. These changes will take effect from the 1 September 2020.

Why is the system changing?	This change is in response to staff telling us that they do not find it easy to understand and check their annual leave balance on HR Connect Self Service.
What do I do if I have already added in future TOIL / Flexi-Leave?	Any TOIL or flexi-leave already added after the 1 September will not automatically appear on the system once the changes take place, therefore you need to re–request these using the new process.
Who can apply for TOIL?	If your contract of employment includes specified hours of work, this includes professional, support and technical staff in Grades 1 to 7. All TOIL must be agreed and approved in advance by your line manager before any additional work is undertaken. OR In line with the Travel and Expenses Policy, if you are required to complete extensive overseas travel over a weekend, you can, with advance agreement with their line manager, claim this back as TOIL . The accrued TOIL should be taken within the first 2 weeks of your return from travel to help ease the return to work following overseas travel i.e. to help them recover from jet lag.
Who can apply for Flexi Leave?	It is available to **most** employees that have contractually defined hours of work. Employees are required to opt-in to the scheme as per the Flexi-Time scheme guidance and requests may be declined if there is an impact on the ability to deliver the service
Why can I no longer add TOIL onto the system?	This functionality will no longer be available when we make this change, however this will be recorded manually on a TOIL spreadsheet, managed locally.

Where should I store my TOIL form?	We recommend that TOIL forms are stored centrally on sharepoint, however departments can agree this locally.
Who is responsible for updating the TOIL form?	Both the manager and employee although it will be the manager's responsibility to populate the information on the TOIL spreadsheet. The employee will be required to keep the form up-to-date. Before approving TOIL a manager should refer to the spreadsheet.
Where should the flexi-leave form be stored?	We recommend that flexi-leave spreadsheets are stored centrally on sharepoint and are open and transparent, however departments can agree locally the system that works best for them.
Will the absences still show in the peer group calendar?	No, these absences will no longer appear in the peer group calendar. The absence will however populate into both the manager and the employee's outlook calendar.

For any questions please contact the HR team. humanresources@napier.ac.uk