

Overtime / Time Off in Lieu (TOIL)

Applicable to employees of the Central Academic Bodies and central activities of the University of London (the "central University").

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For information on contracted overtime, please see Consolidated Pay.

1 Clerical Technical and Support Staff (CTS) / Technical Staff / Manual and Skilled Trades (MST)

1.1

Non-contractual overtime may be worked only when approved by the head of department (or their appropriately authorised nominee). A full working week of 35 hours must be worked completely before overtime provisions apply

2.2

If, at the request of your head of division/department, you work from time to time on a Saturday, Sunday, Public Holiday, or a day when the part of the University in which you work would normally be closed you will be compensated by TOIL.