The Midcounties Co-operative

Time Off In Lieu (TOIL) Recording Form

Name:	Colleague Number:
Group:	Site:

This form must be retained at site and be available for overview by Operational Managers, HR Advisors (as required) and copied as required to the relevant Administrator. The forms are collated in different ways for each business area. Please find the detail for each area listed in the TOIL Policy.

TOIL accrued or taken?	Date TOIL was accrued/ taken	Reason why TOIL was accrued?	Number of hours accrued/ taken	Manager Signature	TOIL Balance

Policy name:	Time Off in Lieu Request Form	Date of last review:	August 2017
Policy owner:	PSG	Issue number:	PSG-SK-001