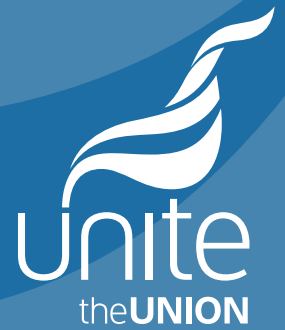


Unite the Union for you

# Barclays

Newsletter



## Overtime and Toil

Despite clear contractual policies being in place, members continue to contact Unite to advise us that some local managers are refusing to offer overtime payments and in some cases are even refusing to book TOIL.

We detail below members contractual rights and a statement from Barclays.

**'We all know that there are times when our colleagues are required to work beyond their contracted hours, in order to make our customers' lives easier. We appreciate such flexibility, and we pay or make up for that additional time as required in our contracts of employment'**

**This means B1-B4 members have a contractual right to insist on payment for any additional hours or can voluntarily waive this and accept TOIL.**

Member's rights also include:

- Overtime is payable where a colleague works more than their daily hours
- Overtime becomes payable once 20 minutes of overtime has been worked, it is payable in 15 minute blocks, which includes the qualifying time.
- TOIL can only be taken as an alternative to overtime where it has been mutually agreed between the colleague and their line manger.
- TOIL should only be offered where it can be taken within a reasonable period of time.
- Ideally, once 7 hours of TOIL (3.5 in Retail) has been accrued, this should be arranged to be taken within the next month. Where this cannot be accommodated overtime should be paid instead.
- A lack of budget is no reason not to pay overtime, tracing errors is also covered by this policy

Any members who are not being paid their contractual overtime or receiving the agreed TOIL should contact their local Unite Workplace Rep or our helpline on 0844 7360134.

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