A small number of hours of Time in Lieu may be accrued by employees.

Managers and team leaders should ensure these are kept to a minimum so that support staff are not carrying more than 10 hours of TIL and team leaders and managers are not carrying more than 20 hours.

I, [staff name] ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to take the extra hours I accrued as time in lieu at a time that is mutually agreeable with the workplace.

The number of hours I am referring to are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_