Agreement for Time Off Instead of Payment for Overtime

SPORTSREADY EDUCATION & EMPLOYMENT

Time Off In Lieu (TOIL) - By mutual agreement, a trainee can opt to take time off instead of payment for overtime. When this happens a TOIL Agreement is established. Trainees will need to elect to take TOIL instead of payment for overtime when they submit their timecard.

Please note each Award has different rules for the way TOIL is calculated, how long it can be accrued and what happens if unused. Please see your Host Information Sheet for details relating to your Award.

Host Employer Name			
Name of Trainee / Apprentice			
Name of Supervisor			
The host employer and trainee agree that the trainee may take time off instead of being paid for the following amount of overtime that has been worked by the trainee / apprentice:			
Date(s) overtime worked			
Start time		End time	
Total hours of Overtime			

Should there be further overtime incurred over the course of the trainee's employment, that both the trainee and host employer agree to take as TOIL, this will be recorded and signed on the relevant weeks' timecard and be treated as a further new agreement bound by the same conditions as this agreement. By signing this agreement, it is noted that at any time this agreement can be terminated by either party and overtime will there forthwith be paid out at the relevant overtime rate.

The host employer and trainee / apprentice further agree that, if requested by the trainee / apprentice at any time, the host employer must pay the trainee / apprentice for overtime covered by this agreement but not taken as time off. Payment must be made at the overtime rate applying to the overtime when worked and must be made in the next pay period following the request.

Signature of the Trainee / Apprentice	
Date signed	
Name of Host Employer Representative	
Signature of Host Employer representative (supervisor)	
Date signed	

Decision supported and ratified by employer AFL SportsReady Ltd. Dated: _____

Michael Smart, Executive Manager – Employment Services