[Name]
[Position]
[Department]

***Via email:*** [email address]

Dear [name]

**Request for accrued TOIL to be paid out**

This letter is to advise that I wish for my accrued time off in lieu (TOIL) of payment for overtime to be paid out at the applicable overtime rates for hours worked:

1. Monday – Friday: time and a half for first three hours and double time thereafter
2. Saturdays and Sundays: double time
3. Public holidays: double time and a half.

I am aware that the *Tasmanian State Service Award 2021* provides that TOIL may be elected by the employee, with the consent of the Employer, in place of payment for overtime to be enjoyed within 28 days.

I have accrued [insert number of hours] of TOIL, per a workplace agreement between myself and [insert name and role i.e. Patricia Plant, Manager Environmental Services]. As I have not been able to utilise the accrued TOIL within the 28 day timeframe, I would like for these hours worked to be paid at the rate accrued, per the Award.

Please respond in writing to confirm this request has been processed. Please don’t hesitate to get in contact if further information is required.

Kind regards

[Name]

[Position]
[Mobile number]
[Email address]