

## ***Paid Rest Periods: Non-Union and Managerial Staff***

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0602</i>
<b>Revised Date</b>	<i>January 10, 2024</i>	<b>Approved Date</b>	<i>December 19, 1990</i>

### ***Introduction***

This policy outlines the paid rest periods for non-union and managerial staff. Unionized staff are referred to their collective agreement.

### ***Purpose***

N/A

### ***Legislative Authority***

Employment Standards Act 2000

### ***Policy Definitions and Interpretation***

N/A

### ***Policy***

The health unit recognizes the importance of employee health and well-being and will endeavor to provide, subject to operational requirements, non-union and managerial employees with two 15 minute paid rest breaks in order to provide an opportunity to take time away from their daily work routines for refreshment, to encourage sitting less and moving more, for relaxation or to attend to personal matters.

Subject to department and/or program operational requirements, employees may be able from time to time to combine their unpaid meal break and their two 15 minute paid rest breaks with the advanced approval of their direct supervisor.

### ***Procedures***

1. Each employee will take a minimum of one-half hour unpaid meal break after completing not more than 5 hours of work. A full time or part time employee may take up to 2 hours for an unpaid meal break (refer to Flexible Working Hours Policy HR0603). Missed rest breaks are not counted as additional time worked.
2. Employee meal and rest breaks totaling 60 minutes, with a 30-minute unpaid meal break, or 90 minutes with a 60-minute unpaid meal break, may be combined periodically in a seven-hour work day, with the preapproval by the direct supervisor, in order for employees to have a longer consecutive break. Preapproval is required to ensure operational efficiency as not all requests may be able to be granted such as but not limited to scheduled clinics/meetings. Combined breaks may not be used at either the beginning or end of the day and as such at least one hour of actual work time is required at the beginning and end of the workday. When combining such

breaks employees will adjust their work time accordingly to ensure they work a full 7-hour day.

3. Employees who are scheduled to work a full shift (7 hours) on a Saturday or Sunday will follow the same rest and meal period schedule as any other regular workday. Part time, temporary, students and casual staff who work one-half day are permitted a paid fifteen-minute rest period.

***Related Policies***

HR0603 Flexible Working Hours

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 25, 1996

September 2010 Policy re-numbered, previous number B5.010

November 27, 2019 Unionized employees clarification

December 22, 2021, Clarifications

January 10, 2024, Two Fifteen minute breaks clarification