

Paid Rest Periods

Reviewed Date		Number	<i>HR0602</i>
Revised Date	<i>September 25, 1996</i>	Approved Date	<i>December 19, 1990</i>

Introduction

N/A

Purpose

N/A

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

The health unit will provide employees with an opportunity to take time away from their daily work routines for refreshment and relaxation purposes.

Procedures

1. Each employee will take a minimum of one half hour for a meal break after completing not more than 5 hours of work. A permanent full time or part time employee may take up to 2 hours for a lunch break (refer to Flexible Working Hours Policy HR0603). Missed lunch breaks are not counted as additional time worked.
2. Each employee will have 2 paid fifteen-minute rest periods each day - one during the first half of the day and the other during the second half of each regular work day. A regular work day is seven hours. Rest periods will not be combined to take a longer break without preapproval by the manager. Missed rest periods are not counted as additional hours worked.
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 work day. Part time 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 2010 Policy re-numbered, previous number B5.010