

## ***Paid Rest Periods***

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0602</i>
<b>Revised Date</b>	<i>November 27, 2019</i>	<b>Approved Date</b>	<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 non-union employees with an opportunity to take time away from their daily work routines for refreshment and relaxation purposes. Unionized employees are referred to their collective agreement regarding their entitlements to paid rest breaks.

### ***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 25, 1996

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

November 27, 2019 Unionized employees clarification