

## Rest and Meal Periods

## Policy No. 317

**Policy Statement:** As a minimum, an employee who works five (5) hours or more in a day is entitled to at least a one-half (1/2) hour unpaid break for a rest/meal period within every consecutive five (5) hours of work.

**Definitions:** **Rest period** is a specified and approved period of time when an employee is not engaged in regular job duties, and may include a temporary absence from their work area (e.g. coffee breaks).

**Meal period** is similar to a rest period, except that the time is typically related to lunch and/or supper breaks.

- Procedure:**
- a) Subject to operational requirements (including scheduled hours of work), and with the approval of an employee's immediate supervisor, unpaid rest/meal periods greater than one-half (1/2) hour may be taken.
  - b) The timing of rest/meal periods is determined by an employee's immediate supervisor in consultation with the employee.
  - c) If a rest/meal period is missed due to workload or for other acceptable reasons, the time should be scheduled otherwise in the day, and should not be accumulated as overtime or time off in lieu.

**Exception:** It is recognized that there may be some work settings or locations, for example, in parishes where there are other arrangements related to the scheduling of rest/meal periods, but these arrangements must still follow the general requirements of this policy.