

Rest and Meal Breaks Policy

It is the Policy of St Chads Communication Centre Trust to ensure appropriate rest and meal breaks are provided to allow staff to have time to rest, refresh and attend to personal matters, meet our obligations under legislation and promote the health and safety of staff.

We will do this by providing clarity to staff and management on break entitlements as well as guidelines on responsibilities and acceptable break scenarios recognising the complexity of the work we are doing.

This Policy is for the benefit of Staff.

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson

Guidelines:

- Staff are entitled to 2 x 10 minute paid rest breaks and 1 x unpaid meal break of at least 30 minutes when they work between 6 – 10 hours in a day. The timing of breaks and entitlements when working less or more hours can be found in the Employment Relations Act 2000
- Where possible, St Chads will ensure a staff members schedule includes time for rest and meal breaks at times that comply with legislation
- Staff are responsible to ensure they take their rest and meal breaks when scheduled
- If a staff member has not had a break because they have had to attend to an urgent work matter, they are to inform their supervisor at the earliest possible time, who will ensure they are able to take a break
- Due to the nature of the work we do, St Chads recognises that there are some situations where our supports span rest and/or meal breaks and under these scenarios will ensure that we will operate in good faith in the employment relationship and:
 - The health and safety of staff and/or clients is not compromised due to lack of a break occurring
 - St Chads does not benefit from negotiation around breaks
 - An employee has choices about how rest and meal breaks are taken
 - An employee does not feel pressured to go without an appropriate break
- While not the most important factor, operational and/or financial resourcing can be given fair consideration in negotiation with staff around rest and meal breaks
- An employee can request a review of the Rest and Meal breaks Policy and/or Procedure if they have any concerns about how it impacts on them

Supporting Documents

- Individual Employment Agreement
- Staff Handbook
- Code of Conduct
- Health and Safety Policy
- Employment Relations Act 2000
- Rest and Meal Breaks Procedure

Document Control Parameters:

The provisions of this Policy supersede and replace all previous documentation around Rest and Meal breaks.

Policy Review:

This Policy is to be formally reviewed every second year.

Date ratified: July 2020	Date reviewed:	Next review: July 2022
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