

REST AND MEAL PERIODS

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-10

Policy Number: HR-33

SCOPE

This policy applies to all employees unless specific provisions of a Collective Labour Agreement or Protocol apply.

POLICY

Rest periods

1. All employees may take one fifteen (15) minute rest period during each complete continuous regular half-day of work, without loss of salary.
2. The method of scheduling, timing and/or taking of such rest periods during the day is agreed upon with the immediate supervisor.
3. These rest periods are not cumulative and cannot be used to extend any paid leave of absence nor can they be used at the end of the scheduled hours of work in order to leave earlier.

Meal periods

4. During a regular workday consisting of five (5) hours or more, an unpaid meal period of one hour is provided at a specific time arranged by the immediate supervisor. This meal period is not part of the normal workweek and cannot be used to extend any paid leave of absence.