

## **EMPLOYMENT POLICY MANUAL**

Subject:	Approval Date:	By-Law No.
Breaks/Lunches	June 17, 2013	1785-13
Diedks/Euriches	Julie 17, 2015	1705 15

## 3.19 BREAKS/LUNCHES

For purposes of determining the daily work breaks, those employees who normally work more than five (5) hours per day shall be entitled to receive two 15 minute paid work breaks, one before the lunch break and one after the lunch break, as determined by the Department Head.

Those employees who are required to work less than five (5) hours daily shall receive one 15 minute paid work break, as determined by the Department Head.

Lunch break periods will be determined by the Department Head, provided that no employee works longer than five consecutive hours without an eating period, which must be for a minimum of thirty (30) minutes.