MEAL BREAKS POLICY

This Meal Breaks Policy outlines the appropriate ways for employees to take breaks during the workday based on the Employment Standards Code of Alberta. To promote a pleasant environment, we want our employees to be free to take breaks during their workday.

SCOPE

This policy applies to all [Organization Name] employees.

POLICY

[Organization Name] employees may take the following breaks at work:

Meal Breaks

An employee who works more than five hours on a single day is entitled to a 30 minute break within or immediately following the first 5 hours of the workday. Employees are allowed to take an additional 30 minutes meal break if the workday is longer than 10 hours.

Rest/Coffee Breaks

Rest breaks are typically shorter. For every four hours worked, employees are entitled to one compensated 10-minute paid rest period.

Restroom Breaks

Employees are permitted to use the restroom as needed during the course of their shifts.

**Guidelines**

Meal breaks will not be included in the regular working hours or overtime. Employees are encouraged to please plan these breaks in advance so your team is aware of your absences.

To prevent any disruption to our operations, the management may plan lunch breaks for some roles. In order to ensure that someone is always available to respond to customer requests, for instance, we might plan lunch time for the customer service team.

Working hours include breaks for rest and the bathroom, which are compensated as usual.

Mandatory Breaks

Meal breaks are mandatory. Employees are expected to take time to have a meal as expected.

To ensure the health and productivity of the employees, the manager may ask you to take a break if you haven’t taken one for more than five hours.

Working During Breaks

[Organization Name] anticipates that workers won't be working during breaks. In addition, if an employee must remain on business property for a work-related cause while taking a break for lunch, the duration of meal break to be taken will be extended up to the amount of time spent on that work.

Unforeseen Breaks

At [Organization Name], we want all of our employees to be comfortable and effective at work. Ask your manager for a last-minute break if you get sick or run into another problem. If you feel that you require a break that lasts longer than 30 minutes, employees may request sick leave.

Exceptions

The following events would constitute an exception to break entitlements:

* An accident happens
* Other unpredicted or unavoidable events

If you have any questions about this Meal Breaks Policy, you may coordinate with your manager or <insert name of person>.