



# STAFF BREAK POLICY

## POLICY STATEMENT

The Langwarrin Community Centre provides all employees with rest breaks, and lunch breaks to ensure you're able to remain productive at work. These breaks can be used for any reason such as restroom use, smoking (in designated areas only), coffee breaks, meal or snack breaks or telephone breaks.

## POLICY

### Rest Breaks

Rest breaks are to be no longer than 10 minutes. You are not required to take a break, but we encourage it for your health and well-being.

- Rest breaks are available to staff twice a day for employees, who work 5 hours or more daily.
- Rest breaks are available to staff once a day for employees who work 5 hours or less daily.
- Rest breaks are paid breaks.
- Children's Services staff breaks will be at the discretion of the Children's Services Officer or your direct Supervisor. (this is to ensure we have adequate staff to children ratio in place)
- Employees are to remain in the building or on the property during their rest break.
- It is recommended employees remove themselves from their work area, so as not to cause a distraction to other workers not on break.

### Lunch Breaks

Lunch breaks work similarly to rest breaks except that they are:

- 1) longer than rest breaks, and
- 2) the amount of time that you're on a lunch break is not paid time.

With the Children's Services Officer or your direct Supervisor's approval of the appropriate break time, employees are offered a lunch break for 30 minutes.

- Employees who work 5 or more hours a day are offered a lunch break.
- Employees or those who work 5 hours a day or less, do not get a lunch break.
- Employees who work over 10 hours in one shift are offered two lunch breaks.
- You must record your lunch break as unpaid hours on your timesheet.
- Lunch breaks are typically taken after the first 3-4 hours on the job, depending on your schedule. Children's Services staff lunch breaks will be at the discretion of the Children's Services Officer or your direct Supervisor. (this is to ensure we have adequate staff to children ratio in place)

### Emergency Breaks

We understand there are times when an employee has an emergency, such as when they feel ill, or have to take an urgent phone call. Talk to your Supervisor in these situations so that your emergency can be accommodated.

### Break Time Policy Violations

While our break time policy is generous, breaks will be monitored to ensure that work does not suffer. Therefore, we reserve the right to discipline any employee found abusing the break time policy by - taking too many breaks, taking breaks that are too long, disturbing staff that are not on break, or abusing the use of emergency break time.



### Restroom breaks

Employees can take reasonable toilet breaks, whenever they need to, as part of their workday.

### REQUEST TO WAIVE THE LUNCH BREAK

An employer may not insist that an employee work more than 5 consecutive hours without granting a 30 minute unpaid lunch break. The exception to this is, if it is feasible for the employee to eat during the performance of their work, and the employer permits them to do so.

### REQUEST REGARDING REST BREAK

An employer may not insist that an employee work more than 5 consecutive hours without granting a rest break/lunch break. Please tick one of the boxes below indicating your break preference.

	10 minute paid break and a 30 minute unpaid break
	Two x 10 minute paid breaks
	One 20 minute paid break

Please note - if you work more than 7 hours, we will request that you have an unpaid lunch break.

I, \_\_\_\_\_ understand that the Langwarrin Community Centre Inc. offers a lunch break after working 5 consecutive hours. I am requesting not to take this time as offered. I also understand that at any time I wish to take the lunch break I will be allowed to do so.

\_\_\_\_\_  
Employees signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## REVIEW

POLICY REVIEWED BY:	Carol Hopkins	CSO	April 2025
POLICY REVIEWED	April 2025	NEXT REVIEW DATE	April 2028
MODIFICATIONS	<ul style="list-style-type: none"> <li>Policy maintenance - no major changes to policy</li> </ul>		
VERSION	V2 04.2025		
APPROVED BY			

POLICY REVIEWED BY:	Samantha Neeman	Manager	October 2022
POLICY REVIEWED	OCTOBER 2022	NEXT REVIEW DATE	OCTOBER 2024
MODIFICATIONS	<ul style="list-style-type: none"> <li>Option for staff to choose break requirements</li> </ul>		
APPROVED BY			
POLICY REVIEWED	PREVIOUS MODIFICATIONS	REVIEW DATE	