

## City of Kenora Rest Breaks Policy



Section	Date	By-Law Number	Page	Of
Human Resources	December 17, 2019	181-2019	1	2
Subsection	Repeals By-Law Number		Policy Number	
General	130-2009		HR-2-16	

### **Purpose**

Rest breaks are intended to provide time, free from work, to relax and refresh staff. Where applicable, rest breaks are given to provide a break from work in each half of the employee's regular work day, provided there are no adverse effects on customer service or business requirements.

### **Policy Statement**

When rest breaks are provided it shall be on the basis of one (1) fifteen (15) minute break in the morning and one (1) fifteen (15) minute break in the afternoon. The exact times when these breaks will be taken will be determined by the Department Manager or Supervisor. Departments may wish to coordinate the timing of the rest breaks so that an adequate complement of staff is maintained in each department at all times.

Working through rest breaks or lunch breaks in order to shorten the work day; adding rest breaks to a lunch break; or splitting rest breaks into multiple, shorter breaks is not permitted. If an employee fails to take a rest break, the rest break is forfeited and rest breaks are non-cumulative. Under normal circumstances employees will take their rest breaks where they are working. With Supervisor approval an employee may leave the work site during the rest break provided the rest break does not exceed fifteen (15) minutes including any travel time.

When working on overtime or call-ins no rest break is provided other than what is required under the Employment Standards Act (ESA).

Rest breaks are a privilege, not a right. The City will accommodate rest breaks as long as there is no abuse of the policy. Any violations of this policy will be dealt with in accordance with the City's Progressive Discipline Policy.

I have read and understand this policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date