POLICY 8.13 – Meal and Rest Periods

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: September 10, 1999

Revised: (NEW)

POLICY

1.00 If an employee is required to work more than five (5) consecutive hours in a day, he/she shall be entitled to a minimum of a thirty (30) minute unpaid meal period. The meal period shall be taken at a mutually agreeable time, however it must be scheduled so that the employee is not required to work more than five (5) consecutive hours without taking the unpaid meal period. If, after consultation, agreement on the timing of the meal period is not possible, UWO shall fix the time of the meal period.

2.00 An employee who works at least seven (7) consecutive hours in a day shall be provided either two paid ten (10) minute breaks or rest periods or one paid twenty (20) minute break or rest period, to be taken at a mutually agreeable time(s). If agreement on the timing of the breaks or rest periods is not possible, it shall be at the discretion of the employee, provided:

   a) UWO operations are not negatively affected;
   b) the break or rest period is not within ½ hour of the start or end of the scheduled work day or the scheduled lunch period; and
   c) the person to whom they report is informed.

3.00 Non-acceptance of the break or rest period does not entitle the employee to time off in the future.