

Policy & Procedure Manual

MEAL PERIODS – HR-III-3

POLICY:

Each employee will be allowed one unpaid meal break during each full shift worked, unless the employee is assigned to work in areas where the shifts consist of at least five and one-half consecutive hours and the meal break is paid.

Meal allowances shall be provided for bargaining unit employees when required as per the employees' respective collective agreement. Meal allowances may be provided for non-union personnel at the Supervisor/Manager/Director's discretion, with approval from the Executive Director.

Meal periods will be assigned in compliance with the Employment Standards Act.

PURPOSE:

1. To ensure compliance with the Employment Standards Act.
2. To ensure employees have the opportunity to recess from their work in order to sustain themselves.

PROCEDURE:

1. The supervisor of the respective department will assign meal breaks in accordance with the above policy statements.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

