



# FORESIGHT



unsung heroes  
The Queen's Award for  
Voluntary Service  
2007

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## Rest Break Policy

### 1. Introduction

1.1 Foresight North East Lincolnshire has recognised the need to introduce a formal Rest Break Policy for all staff. This policy is produced in keeping with the working time directive and national health providers.

1.2 The aim and intention of this Policy is to ensure that all staff benefit from a formal rest break when working shifts of four hours or greater. Due to excessive smoking breaks by some staff. Foresight has felt the need to introduce a policy that clearly states what staff are entitled to do. Clearly, an employee can choose to smoke in a designated area on a break but non-smokers are feeling disgruntled by the volume of these breaks.

### 2 Rest Break Entitlement

➤ For shifts of less than 4 hours no break entitlement exists.

➤ For shift between 4 & 6 hours Foresight North East Lincolnshire has allowed all staff a 10 minute comfort break.

➤ For shifts greater than 6 hours but less than 7 hours in duration, a single rest break of 30 minutes unpaid will be allocated and where operational demands allow two 10 minute tea break.

➤ For shifts of 10 hours or more in duration, the rest break allocated will be a single rest break of 30 minutes. The first 30 minutes will be unpaid and two further 15 minute tea breaks to meet the operational needs of Foresight North East Lincolnshire.

### 3 Compensatory arrangements

3.1 In the event of no rest break being allocated within the rest break period (detailed at 5.2), staff will be entitled to compensatory time only on prior agreement with Chief Officer

3.2 In exceptional cases, should the paid element of the compensatory time period be interrupted in the circumstances previously described the Chief Officer is to be informed and meal break allowance will be added to shift completion time.

3.3 Other than in the previously described circumstances, compensatory time must be taken at shift end and cannot be converted into pay.

### 4 Location at which rest breaks can be taken

4.1 Operational staff will be stood down at their Current Location if there is suitable facilities or will be directed to or ask to find another location near by with suitable facilities.

4.2 If rest breaks are taken at other locations, staff are reminded of service policy, for example in regard to dress code and alcohol.

### 5 Rest Break Allocation

5.1 Staff will have their break allocated by the relevant line manager.

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- 5.2 Main Rest Breaks will be allocated and completed in the following time periods when operational demands allow:
- For shifts of over four but less than 6 hours – the 10 minute paid rest break should be taken between the 3<sup>rd</sup> and 4<sup>th</sup> hour of the shift start time.
  - For shifts of 6 hours and up to 9 hours 59 minutes' duration – first 10 minute break will be taken within the first 3 hours of your shift. The lunch break around the half-way point in your shift, with the final break within the last 1½ hours of your shift.
  - For shifts of 10 hours and up – first 20 minute break will be taken within the first 3 hours of your shift. The lunch break around the half-way point in your shift, with the final break at within the last 2½ hours of your shift.
- 5.3 When staff are required to attend training or education and development courses, a rest break will be allocated by a trainer or facilitator. The duration of the break will be determined by the length of the working day whilst at the training facility.

## **6 Rest Breaks**

- 6.1 The only time a staff member can now smoke is if the shift is longer than 4 hours. Rest periods are not cumulative so two breaks cannot be added together to create a longer period.
- 6.2 Rest breaks **MUST NOT** be broken up into smaller chunks i.e (30 minute break cannot become 3 - 10 minute breaks)
- 6.3 Due to work demands you may be interrupted whilst on your 30 minute unpaid break it is down to your discretion to complete the break in a reasonable time frame.
- 6.4 The paid breaks are at the discretion of Foresight and can be removed

## **7 Exceptions**

- 7.1 The Rest Break Policy may be temporarily suspended on the authority of the Chief Officer and all additional paid breaks withdrawn if the system becomes abused or not manageable.

## **8 Monitoring and review**

- 8.1 An ongoing monitoring will be put in place to ensure that there has been compliance to this policy.
- 8.2 These arrangements will be subject to formal on-going review.

## **9 Disciplinary**

- 9.1 Excessive abuse of the rest breaks will be dealt with under Foresight's Disciplinary Procedures. This could lead to dismissal.

## **10 Smoking and Smoking Areas**

- 10.1 Foresight buildings have a total non-smoking ban.
- Foresight Head Office - 60 Newmarket Street the only place you can smoke is in Newmarket Street, could you please be mindful of the local residents.
  - Anne Askew House – Staff should smoke in the designated area only,
  - Minster Road – Staff should smoke in the designated area only,
  - The Warehouse - Staff should smoke in the designated area only, Staff should encourage customers to smoke at the outside area at the rear of the building not on Freeman Street.
  - 155 Freeman Street (Raynors) – The Car Park is not a designated smoking area. Smokers should use the designated area at The Warehouse.