



6.N-2019: Daily Rest Periods (Breaks)

1. Overview

- 1.1 Employees are encouraged to ensure that they take regular breaks during their workday to support individual wellness and productivity.

2. Eligibility

- 2.1 All full-time & part-time employees are eligible.

3. Guidelines & Procedures

- 3.1 Employees are entitled to a 30-minute paid rest (break) during every 5-hour work period. This break may be taken in one unbroken period or in two 15-minute periods.

4. Reporting Process

- 4.1 Employees should work with their leader to determine the best time to take breaks and to ensure operational coverage is in place as required.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	September 2019	September 2019	Every 5 years