

Daily Rest Periods (Breaks)

1. Purpose

The purpose of this policy is to support the wellness, productivity, and operational effectiveness of employees of St. Mary's University (the "University") by ensuring employees take appropriate daily rest breaks during the workday, in alignment with applicable Alberta employment standards.

2. Scope

This policy applies to all full-time, part-time or casual employees of the University, unless otherwise governed by a collective agreement or statutory exemption. Where there is a conflict between this policy and applicable legislation, the legislation prevails.

3. Definitions

- 3.1 Daily Rest Break - A scheduled period of rest provided to an employee during a work period, intended to allow the employee to rest and disengage from work duties.
- 3.2 Employee - An individual employed by the University.
- 3.3 Leader - The individual with direct supervisory responsibility for an employee's work, scheduling, and operational coverage.

4. Principles

- 4.1 The University recognizes that employee rest is essential to productivity and is committed to meeting or exceeding employment standards while supporting operational needs.
- 4.2 Employees and leaders share the responsibility for planning breaks to promote wellbeing and maintain service delivery.

| Approval Authority | Responsible Office | Effective Date | Date Last Revisited | Review Frequency |
|---------------------|--------------------|----------------|---------------------|------------------|
| President's Council | Human Resources | September 2019 | March 31, 2026 | Every 5 years |

Appendix A: Procedures for Entitlement to and Scheduling of Daily Rest Breaks

Procedures:

1. Employees are entitled to one thirty (30) minute paid rest period during every five (5) consecutive hours of work. This break may be taken as one uninterrupted period or split into two fifteen (15) minute periods, by mutual agreement.
2. Employees must coordinate with their leader to determine appropriate timing of rest periods and to ensure adequate operational coverage. Leaders may schedule or stagger breaks to maintain effective operations.
3. Additional unpaid breaks may be approved in consultation with the employee's leader, subject to operational requirements.