



BOURNE TOWN COUNCILS REST BREAK POLICY

This document sets out the approach to rest periods to be taken in this organisation.

1. All employees should take at least 11 consecutive hours' rest in every 24 hour period. Employees aged under 18 years should take at least 12 consecutive hours' rest in every 24-hour period.
2. All employees should take at least 24 consecutive hours' rest in every 7 days, or one period of 48 hours over a period of a fortnight.
3. All employees should take a rest period of at least 20 minutes after 6 hours of work. Those aged under 18 years should take a rest period of at least 30 minutes after 4.5 hours of work.
4. Employees should take their rest away from their usual work station.
5. Bourne Town Council reserves the right to allocate rest periods to employees on a rota basis.
6. If an employee is not able to take the required rest period (for example because they are away from the workplace) they will be entitled to take that rest period at a later date, and as soon as possible.