



**THORPE ST ANDREW TOWN COUNCIL**

**THORPE ST ANDREW TOWN COUNCIL  
REST BREAK POLICY**

Adopted by the Town Council at its been held on \_\_\_\_\_

## 1. Overview

Workers over 18 are entitled to 3 types of break - rest breaks at work, daily rest and weekly rest.

### Rest breaks at work

Employees have the right to one uninterrupted 20 minute rest break during their working day, if they work more than 6 hours a day. This could be a tea or lunch break.

### Daily rest

Employees have the right to 11 hours rest between working days, eg if they finish work at 8pm, they shouldn't start work again until 7am the next day.

### Weekly rest

Workers have the right to either:

- an uninterrupted 24 hours without any work each week
- an uninterrupted 48 hours without any work each fortnight

### Young workers

Young workers (above school leaving age and under 18) are usually entitled to:

- a 30 minute rest break if they work more than 4.5 hours (if possible this should be one continuous break)
- daily rest of 12 hours
- weekly rest of 48 hours

### Exceptions for young workers

Young workers sometimes aren't entitled to daily rest or rest breaks at work if their work has to be done because of an exceptional event (eg an accident). This is only where:

- there isn't a worker over 18 who can do the work
- the work is temporary and must be done immediately

## 2. Taking breaks

A line manager can say when employees take rest breaks during work time as long as:

- the break is taken in one go somewhere in the middle of the day (not at the beginning or end)
- workers are allowed to spend it away from their desk, workstation, or workplace (ie away from where they actually work)

It doesn't count as a rest break if an employer says an employee should go back to work before their break is finished.

Employees do not have a right to:

- take smoking breaks
- get paid for rest breaks

At Thorpe St Andrew Town Council, members of staff are able to have a 20 minute paid break if they are within a Town Council building and are available to respond to queries from the public or where necessary, other members of staff.

Any additional time beyond that 20 minutes is to be taken as unpaid. If the member of staff is away from Council premises, or unavailable to respond to enquiries, their break is unpaid.