



Memorandum

To: All Administrative Services Directors
All Supervisors
All Division of Personnel & Labor Relations Staff

From: Kate Sheehan
Director

*EW
on behalf of.*

Date: December 26, 2014

Subject: Meal breaks

This memorandum sets out the policy with respect to meal breaks for employees covered by collective bargaining agreements, and those employees in the partially exempt service.

Generally through the bargaining agreements, and business practices, employees are allowed a duty-free thirty (30) minute or one (1) hour meal break; individual collective bargaining agreements should be consulted for specific contract language.¹

For those employees who are allowed a duty-free meal break; as a general rule employees are expected to take a meal break approximately midway through their shift. Supervisors should make every reasonable effort to accommodate an employee's lunch break preference while insuring adequate staffing at each worksite.

cc: Agency Human Resource Consultants
Division of Personnel & Labor Relations Webpage (Interpretative Memoranda)

¹ ACOA Article 18.1, AVTECTA Article 22, CEA Article 7.04, GGU Article 23.01, LTC Article 18.01, PSEA Article 16.03, SU Article 13.1, TEAME Article 7.05