



MANAGEMENT GUIDANCE SURROUNDING NON-CONTRACTUAL PAID BREAKS

This document sets out guidelines addressing the University's understanding and position surrounding paid breaks taken by some groups of staff within the University.

- Contracts of employment address the issue of breaks in that they specify that staff are entitled and required to take unpaid breaks, ordinarily lunch breaks.
- There are exceptions for those staff that are required to remain on the premises during their working day.
- A number of informal practices have grown within the University which are not contractual and as such may be subject to review in the future by the University.
- Non-contractual breaks are at the discretion of management and are subject to sufficient levels of service provision being maintained effectively and efficiently. Such time is discretionary and there is no facility for this time to be accrued or as a mechanism for addressing a change in working hours. For the avoidance of doubt there is no contractual entitlement.
- In reviewing the efficiency of the operation of their Departments, it may be necessary for some Heads of Department to consider the extent and informal practices of non-contractual breaks on the effectiveness of the Department, both currently and for future planning. If you are seeking to alter current or future working practices, please contact your area Human Resources Manager for further advice.