



Meal Breaks & Rest Periods

Your guide to workplace breaks and facilities



Meal Break Requirements

Duration

At least 30 minutes unpaid break

Timing

Within four hours of starting work

Eligibility

Working shifts longer than 4 hours

Rest Periods Explained



2

Breaks Daily

For 8-hour workdays



10

Minutes Each

Paid rest time

Schedule breaks by agreement with your manager. Morning and afternoon tea breaks are paid time.

Important to Remember

No Carry Forward

Unused break time expires daily and cannot be saved for another day.

Flexible Timing

Rest periods taken at mutually agreed times between staff and managers.



Break Room Facilities



Complimentary Refreshments

Coffee, tea, milk, sugar, and fresh water provided at no cost.



Kitchen Equipment

Refrigerator, microwave, oven, kettle, crockery, and cutlery available.

Your Responsibilities

01

Keep It Clean

Maintain tidy break facilities for everyone's benefit.

02

Wash Up

Clean and put away items after use.

03

Respect Shared Space

Consider colleagues when using communal areas.



Questions About Breaks?

Contact HR Unlocked for guidance on workplace policies and employee rights.

[Get in Touch](#)