**Information on Working Time Act**

* The general rule on breaks is that one is entitled to a break of 15 minutes after a 4 ½ hour work period.
* If one works more than 6 hours, one is entitled to a break of 30 minutes
* A 12 hour shift entitles one to 1 hour break
* Please note that breaks are unpaid
* Please note that these break times may be made up of several shorter breaks at the request of management if necessary (e.g. a 1 hour break over a twelve hour shift may be made up of a ½ hour and two ¼ hour breaks).
* Staff are automatically deducted an hour when working a 12 hour night duty except for Homecase nurses. As they are the only nurse on duty they do not get an official break and are therefore paid for the full 12 hours. In some hospitals or nursing homes, staff may be paid for the full night if they haven’t been able to take a break and this is signed off on their timesheet