

BBC&S Meal Break Policy

Additional Guidance Document for Staff

Following the Locality Partnership Forum meeting with staff side representatives on Wednesday 11th April 2007, an amendment to the existing Rest/Meal Break Policy was agreed and jointly signed by Management and Staff side, to be implemented with effect from 00:01 hours Monday 16th April 2007.

This document is intended to clarify the situation and provide clear interpretations, so that when the need arises staff can make legitimate claims in the full knowledge that their claim is justified and in accordance with the agreed policy. However, it should be noted that the principle objective of the meal break policy remains unchanged, in that it is to ensure all staff receive an uninterrupted unpaid meal break within a specified time.

The following meal break windows apply to all Operational Road staff:

12-Hour Shift

Break, to start between the 4th and 8th hour.

E.g. 0700-1900 shift – break to start between 1100 and 1500.

10-Hour Shift

Break, to start between the 4th and 7th hour.

E.g. 1000-2000 shift – Break to start between 1400 and 1700.

8-Hour Shift

Break to start between the 3rd and 5th hour

E.g. 0600-1400 shift – Break to start between 0900 and 1100.

More than one interruption to the break should be a very infrequent event. Every effort will be made to minimize these interruptions, by as far as possible not interrupting for a second time. When any meal break is interrupted, staff will be entitled to claim the £20 compensatory payment. The crew will then be allocated the remainder of their meal break following completion of the incident. However, EOC may ask the crew to assist with a Category 'A' case if they are the nearest response.

In the event that a crew has had a spoilt meal break, on completion of the incident, when 'booking clear' it would assist the process if the crew were to inform the EOC that *they were disturbed and would now like to return for the remainder of their break.*

Please note the amendment to the policy now allows for *any crew who are allocated their break with 15 minutes or less of their break window remaining will now be entitled to claim the £20 compensatory payment.* For information a matrix of shift times, break windows and times at which claims become justified is attached for reference.

Any crew who has been unable to take their meal break within 60 minutes of the agreed window will be allocated a meal break as a matter of priority.

A new monitoring system has now been implemented within the EOC that identifies by individual breaks taken, breaks not taken and spoilt breaks. This now allows managers to verify and authorise all claims for compensatory payments with confidence.



Meal Break Matrix

Shift Time	Duration	Meal Break Window	Claim justified if break starts on/or later than
0600-1400	8 hours	0900-1100	10.45
0700-1500	8 hours	1000-1200	11.45
0800-1600	8 hours	1100-1300	12.45
0900-1700	8 hours	1200-1400	13.45
1000-1800	8 hours	1300-1500	14.45
1100-1900	8 hours	1400-1600	15.45
1200-2000	8 hours	1500-1700	16.45
1400-2200	8 hours	1700-1900	18.45
1500-2300	8 hours	1800-2000	19.45
1600-0001	8 hours	1900-2100	20.45
1700-0100	8 hours	2000-2200	21.45
1800-0200	8 hours	2100-2300	22.45
2200-0600	8 hours	0100-0300	02.45
2300-0700	8 hours	0200-0400	03.45
0001-0800	8 hours	0300-0500	04.45
0600-1600	10 hours	1000-1300	12.45
0700-1700	10 hours	1100-1400	13.45
0800-1800	10 hours	1200-1500	14.45
0900-1900	10 hours	1300-1600	15.45
1000-2000	10 hours	1400-1700	16.45
1100-2100	10 hours	1500-1800	17.45
1300-2300	10 hours	1700-2000	19.45
1400-0001	10 hours	1800-2100	20.45
1600-0200	10 hours	2000-2300	22.45
0600-1800	12 hours	1000-1400	13.45
0630-1830	12 hours	1030-1430	14.15
0700-1900	12 hours	1100-1500	14.45
0730-1930	12 hours	1130-1530	15.15
0800-2000	12 hours	1200-1600	15.45
0900-2100	12 hours	1300-1700	16.45
1000-2200	12 hours	1400-1800	17.45
1100-2300	12 hours	1500-1900	18.45
1200-0001	12 hours	1600-2000	19.45
1800-0600	12 hours	2200-0200	01.45
1830-0630	12 hours	2230-0230	02.15
1900-0700	12 hours	2300-0300	02.45
1930-0730	12 hours	2330-0330	03.15
2000-0800	12 hours	0001-0400	03.45