

## Introduction

This policy sets out the Company's policy and procedure regarding working time and time away from work, including The Working Time Regulations 1998.

## Purpose

The aims of this policy are:

- Ensure that all staff are aware of their rights around working time and time away from work.
- Ensure that all staff understand their responsibilities regarding procedures of working time and time away from work.

## Scope

This Policy applies to all employees of ABCA

## Maximum Working Week

The maximum working week is 48 hours per week over an average of 17 weeks, you can choose to 'opt out' meaning you are able to work over 48 hours per week. You can decide to do this by signing an opt out form which can be obtained from the HR department, you will also be given this choice on induction. You can withdraw consent of working over 48 hours per week at any time by giving a 7-day notice period.

## Rest Breaks

All staff over the age of 18 are entitled to 3 types of breaks – rest breaks during working hours, daily rest and weekly rest.

- Rest breaks during working hours - Under the Working Time Regulations 1998, if you work more than 6 hours a day you are entitled to one unpaid 20-minute rest break per day uninterrupted and away from your workstation. ABCA's internal policy allows staff a one 30-minute unpaid lunch break.
- Daily rest – Staff have the right to 11 hours' rest between working days.
- Weekly rest – Staff have the right to 24 hours rest each week and 48 hours rest each fortnight.

## Young Workers (under 18 years of age)

All staff under the age of 18 are entitled to the below;

- Maximum 40 hour working week
- Rest break during working hours – 30 minutes unpaid rest break per day if you work more than 4.5 hours.
- Daily rest – 12 hours' rest between working days
- Weekly rest – 48 hours rest each week

## Drivers

It is the responsibility of the driver to ensure they follow the rules on how many hours you can drive and the breaks that they need to take. Failure to follow these rules may result in prosecution or a fine.

Drivers of vehicles under 3.5 tonne must follow the GB domestic rules. You must not be on duty for more than 11 hours per day and must not drive for more than 10 hours in a day.

## Annual Leave

All staff are entitled to 5.6 weeks paid holiday leave each year, this can include public bank holidays. ABCA's internal policy regarding holiday entitlement is 23 day per year, increasing to 25 after 2 years service, plus any public bank

holidays, this is based on full time hours of 40 hours per week. Part time workers or staff working less than 40 hours per week will accrue pro-rated holiday.

**Exceptions**

A selection of the directions on minimum rest periods can be overruled in some circumstances or in particular elements of industry. If any of these exceptions apply to our employees, this will be notified to them.