

Memorandum

Medicine

Date: September 21, 2009

To: All Medicine Registered Nurses, Licensed Practical Nurses, Nursing Attendants, Service Workers, and Unit Clerks.

From: Michelle Reynes, Georgia Davis & Tania Johnston, Program Managers, Medicine

CC: Medicine Unit Managers, UNA, AUPE,

RE: **Break Time Allocation**

As a reminder, it is the expectation of the Medicine Program Management team that effective **immediately** all employees take contract compliant breaks as follows:

	Rest	Meal	Total
The terms of the UNA contract			
Staff working 7.75 consecutive hours per day Article 7.01 (b)	2 x 15 min = 30 min.	1 X 30 min = 30 min.	60 min (1 hour)
Staff working 11.08 hours extended work day Article 37.02 (B)	3x 15 min = 45 min.	2 X 30 or 35 min = 60 or 70 min.	105 min (1 hour and 45 min or 115 min (1hour and 55 min.
Staff working 4 Hour shift Article 7.01 (b)	1 x 15 min = 15 min		1X15 min= 15 min

The terms of the AUPE contract			
Staff working 7.75 consecutive hours per day Article 12 A.02 (Auxiliary Nursing) Article 23.05 / 23.06 (General Support Services)	2 x 15 min = 30 min.	1 X 30 min = 30 min.	60 min (1 hour)
Staff working 11.08 hours extended work day Article 40A.03 (Auxiliary Nursing) Article 24.02 (General Support Services)	3 x 15 min = 45 min	2X 35 min = 70 min	115 min(1 hour and 55 min)
Staff working 4 Hour shift (unable to find in the contract, but we have been scheduling)	1 x 15 min		15 min

If a break is going to be missed for any reason, it must be approved in advance by Management.

Failure to comply with contract compliant breaks will be dealt with appropriately.

Thank you for your attention to this matter.

Original Signed

Break Time Allocation

	Rest	Meal	Total
The terms of the UNA contract			
Staff working 7.75 consecutive hours per day Article 7.01 (b)	2 x 15 min = 30 min.	1 X 30 min = 30 min.	60 min (1 hour)
Staff working 11.08 hours extended work day Article 37.02 (B)	3x 15 min = 45 min.	2 X 30 or 35 min = 60 or 70 min.	105 min (1 hour and 45 min or 115 min (1hour and 55 min.
Staff working 4 Hour shift Article 7.01 (b)	1 x 15 min = 15 min		1X15 min= 15 min

The terms of the AUPE contract			
Staff working 7.75 consecutive hours per day Article 12 A.02 (Auxiliary Nursing) Article 23.05 / 23.06 (General Support Services)	2 x 15 min = 30 min.	1 X 30 min = 30 min.	60 min (1 hour)
Staff working 11.08 hours extended work day Article 40A.03 (Auxiliary Nursing) Article 24.02 (General Support Services)	3 x 15 min = 45 min	2X 35 min = 70 min	115 min(1 hour and 55 min)
Staff working 4 Hour shift (unable to find in the contract, but we have been scheduling)	1 x 15 min		15 min

Break Times:

1st Coffee	0830h – 0900h	1st Evening Break:	2030h – 2100h
2nd Coffee	0915h – 0945h	2nd Evening Break:	2115h – 2145h
1st Lunch	1130h – 1200h	1st Night Break	0030h – 0100h
2nd Lunch	1215h – 1245h	2nd Night Break	0115h – 0145h
<u>12 Hour Staff Only</u>			
1st Afternoon Coffee	1415h – 1430h	1st Night Meal	0400h – 0430h
2nd Afternoon Coffee	1430h – 1445h	2nd Night Meal	0445h – 0515h
<u>12 Hour Staff Only</u>			
1st Supper	1630h – 1700h	1st Night Break	0615h – 0630h
2nd Supper	1715h – 1745h	2nd Night Break	0630h – 0645h

Reminder:

- If a break is going to be missed for any reason, it must be approved in advance by Management