



Schedules and Breaks Away From Work

Information for SIAST Students

1. Work schedules.

Employers must give all employees notice of when their work begins and ends in blocks of at least one week (but this could be for longer periods). A week is Saturday midnight to Saturday midnight.

The notice must be in writing and posted no later than Saturday for the next week in a place easily seen by employees. The schedule must identify the times when work starts and ends, the time for each meal break, and where work is done in shifts, when each shift begins and ends.

2. Changes in work schedules.

A change in an employee's schedule occurs when: the posted time for work to begin or end changes, or the posted shifts are changed. In these cases, the employer is required to provide employees with at least one week's written notice of the change.

A work schedule is not considered to be changed when: an employee asks for the change to accommodate personal needs; an employee is asked to work unscheduled hours where the employer could not have reasonably predicted the need to schedule staff for these hours one week in advance; or an employee is sent home early because of a lack of work.

The employee may be eligible for minimum call-out pay in cases of unscheduled hours or if the employee is sent home early. (See the fact sheet *Special Provisions* for information on 'minimum call-out pay.')

If there is to be a change to the schedule, the employer must give employees one week's notice of the change in writing.

Notice of the change in a work schedule is not required where a 'sudden or unusual occurrence or condition' arises that could not have been planned for by an employer who is exercising reasonable judgment.

3. Breaks between shifts.

Employees are entitled to at least a period of eight consecutive hours of rest in any period of 24 hours. Employees must receive this break unless there is an emergency.

4. Short-shifting.

Short-shifting occurs when employees work more than eight hours in any 24-hour period. Except where there is a permit allowing for a modified work schedule, employees are eligible for overtime pay after eight hours in a 24-hour period.

Employees are entitled to a period of eight consecutive hours of rest in any period of 24 hours. Employees must receive this break unless there is an emergency. An 'emergency' is a sudden or unusual occurrence for which an employer could not have planned. Employees who work more than eight hours in a 24-hour period are entitled to overtime pay.

Example

Date	Shift Starts	Shift Ends	Hours Worked
May 3	3 p.m.	11 p.m.	8
May 4	7 a.m.	3 p.m.	8

During the 24-hour period beginning at 3 p.m. on May 3rd and ending at 3 p.m. on May 4th, the employee worked 16 hours. The employee must be paid eight hours of regular pay and eight hours of overtime pay.

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Visit our website: www.labour.gov.sk.ca

Call: 1-800-667-1783 toll free in Canada fax: (306) 787-4780 in Regina

5. Meal breaks.

Most employees who work six hours or more get an unpaid meal break of at least 30 minutes within every five hours of work. Employees do not have to be paid for meal breaks, but if an employee has to do some work or be at the employer's disposal during the meal break, the employee must be paid for the time.

Employees who need to eat at specific times for medical reasons are entitled to take meal breaks at other times.

6. Coffee breaks.

Coffee breaks and rest breaks are provided at the discretion of the employer. If rest breaks are provided, employees must be paid for the time taken.

7. Weekly rest period.

Most employees, who usually work 20 hours or more per week, must get at least 24 consecutive hours away from work once every seven days. Employees who work in retail are entitled to two consecutive days off if they work 20 or more hours in places of employment with more than ten employees.