



TEMPO

FLEXIBLE PACKAGING

Break Policy

Tempo Flexible Packaging Executive Group would like to remind all employees that, as per ESA regulations, for every 5 hours of work you are entitled to a 30 minute break period, regardless if you are a smoker or non-smoker. Note that break periods are not considered working time and will not be used to determine the length or number of breaks an employee is entitled to.

Break Period Entitlements

- a) An employee working a 4 hour shift will receive **one 15 minute break**. Note this is above the ESA standard.
- b) Once 5 hours is reached the employee is entitled to **one 30 minute break**.
- c) Once 10 hours is reached the employee is entitled to **one 30 minute break and one 15 minute break**. Note the additional 15 minute break is not mandated by ESA standard.
- d) Once 11 hours is reached an employee is entitled to **two 30 minute breaks**.
- e) **Note that 13 hours is the maximum length a shift may be per day as per legislative regulations.**



Depending on the nature of the work within your department, you may be afforded flexibility to take your allotted breaks at your desired intervals. Please respect this flexibility as an opportunity to schedule your work safely and efficiently, while still adhering to your allotted break period.

It will be the discretion of Tempo Flexible Packaging Management to continue to allow this flexibility or impose greater limits if break periods are not respected.

Lee-Anne Giglio
Chief Operations Officer

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