



**Meal and Tea Breaks**

1. Non Teaching Staff members shall not be required to work for more than 5 hours continuously without a meal break.
2. A meal break will be at least 30 minutes or more as agreed with the Employer
3. Time taken as meal breaks shall not be paid for and shall not be counted as time worked.
4. Non Teaching Staff are given a paid 10-minute tea break if they work more than five hours in a single shift.
5. The timing of the Tea Breaks will depend on the staffing requirements of the College as this time may vary from day to day.
6. The Employer may give a meal or tea break to non-teaching staff on an agreed basis outside these conditions.
7. Meal and tea breaks may be deferred in emergency situations.

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