

Memo

Food & Patient Support Services – Southern / Murrumbidgee

TO: Patient Food & Support Services Staff

FROM: Wayne Rose, General Manager F&PSS

TEL: 0418 115 032

DATE 20 June 2023

SUBJECT Award Breaks

It has been observed at a few sites within the Sector that some staff members are leaving their rostered duties to either have an additional tea / meal break or to have a smoke outside of normal rostered breaks.

Please note, that this practise is to cease forthwith.

- Breaks are to only occur as per the Award and Schedule of Duties and/or for anything outside of these standard times or in extenuating circumstances, then with the approval of your Site Supervisor.
- Smoking is to only occur during rostered breaks (morning / afternoon tea break and/or lunch break).
 - must be off campus as per all hospital policies / practices.
 - there are no additional 'smoke' breaks

The Health Employees' Conditions of Employment (State) Award states;

"A period of twenty minutes shall be allowed to employees for morning or afternoon tea and such period shall be included in the ordinary hours of work. Employees who are engaged for less than a whole shift on any one day shall be entitled to one tea break of ten minutes.

Approval may be given by the employer in special and exceptional circumstances when it is not possible for an employee to have a 20-minute break to take two ten-minute breaks at a time convenient to the employee's circumstances."

For each Site, Break Times are listed on the Schedule of Duties, and for employees engaged / completing a whole shift;

- 20 mins morning tea OR
- 10 mins morning tea and 10 mins afternoon tea

Compliance with this directive is mandatory for all personnel. Staff found to be non-compliant of these instructions / practices will be addressed and this will include a Professional Reminder Letter to be issued. Where any of the above actions is found to continue, further discussions will be had and formal measures may occur, where this may lead up to misconduct / disciplinary action.

If you wish to discuss any aspects of this memo or seek further information, please do not hesitate to contact me on 0428 115 032.

Kind Regards,
Wayne Rose
General Manager, F&PSS – Murrumbidgee & Southern Sector