

Rest Breaks and the Working Time Regulations

- 2.6 Under the Working Time Regulations if you are working more than 6 hours in a day, you must take at least one 20-minute break. If your working day is less than 6 hours, you do not need to take any breaks but can do if you so wish.
- 2.7 Employees who work long hours on any particular day (for example, those on compressed working hours) are encouraged, for health reasons, to take two breaks at separate times during the day to ensure that adequate and regular rest periods are being taken.
- 2.8 Managers and employees have a joint responsibility for adherence to all aspects of the Working Time Regulations. Other requirements in addition to the break detailed in paragraph 2.6 include:
- ensuring that no more than 48 hours a week are worked, including any secondary employment, over an average of 17 weeks. However, individuals have the right to opt out – an [opt out form](#) is available in the resources section;
 - ensuring a daily rest break of 11 hours between working days. With extended bandwidths it is possible that this requirement could be breached so it particularly important for managers to consider this when discussing working patterns with their employees.
- 2.9 Full details of the Directive and the Working Time Regulations, including definitions of the terms, the rights of employees, management responsibilities and information about record keeping are set out in the Working Time Regulations ([Working Time Regulations](#)). A [summary document](#) is also available.