

Rest Breaks Policy - McBride Racing Limited

Date of Issue: 1 January 2025

Review Date: 1 January 2026

1. Policy Purpose and Scope

This policy governs the rest and break entitlements for all employees, ensuring compliance with the Working Time Regulations (Northern Ireland) 2016 and the Organisation of Working Time Act 1997 (Republic of Ireland), and details the procedure for requesting and taking breaks.

- You are entitled to statutory rest breaks.
 - A mandatory **Head Office (HO) pre-approval procedure** must be followed.
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2. Mandatory Head Office (HO) Pre-Approval Procedure

This procedure ensures every statutory break is a compliant **Release from Duty** period.

Step 1: Request and Scheduling

- The employee **must call HO** at least **one hour (60 minutes) prior** to their preferred break time.
- HO will assess the request against operational needs, and entitlements (duration, timing window).
- HO will either **approve** the requested time **OR reschedule** the break to an alternative time that meets all requirements. The employee **must** accept the HO-scheduled time.

Step 2: Check-In (Release from Duty)

- The authorised method for full relief is either:
 - **Staff Handover:** HO will send cover staff. Complete handover of all duties to cover staff.
 - **Shop Lock-Up:** HO may approve staff to lock the shop premises completely and post a "Temporarily Closed for Staff Break" sign on the main door.
- The employee **must call HO** to formally **Check-In**, logging the precise start time of their rest break period.
- At the HO-approved break start time, the employee must cease all work duties.

Step 3: Check-Out (Return to Duty)

- Upon completion of the full required break duration, the employee must return to their workstation and **call HO** to formally **Check-Out**, logging the precise end time.
 - The employee must then immediately resume work duties.
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2. Break Pay Status

All statutory rest break periods detailed are **unpaid**. You will not receive wages for the time you spend on your statutory rest break.

3. Statutory Rest Break Entitlements

The specific break duration is determined by the shop's location and the length of the shift.

Northern Ireland (NI) Entitlements:

Shift Length	Mandatory Break Requirement
Over 6 Hours	20 minutes (uninterrupted)
Daily Rest	11 consecutive hours

Republic of Ireland (ROI) Entitlements:

Shift Length & Timing	Mandatory Break Requirement
4 ½ hours or more	15 minutes (uninterrupted)
Over 6 Hours outside (11:30 AM – 2:30 PM) window	Additional 15 minutes break (30 minutes total including first 15 minutes break after 4 ½ hours) (uninterrupted)
Over 6 Hours including (11:30 AM – 2:30 PM) window	1 consecutive hour (60 minutes)

Daily Rest	11 consecutive hours
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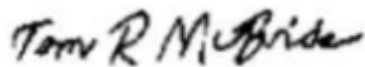
4. Compliance and Responsibility

This policy establishes the rules necessary to ensure every employee's rest break entitlements are met, and ensures the company meets its duties..

- It is your mandatory responsibility to adhere to this policy and to follow the HO pre-approval procedure.
- Failure to follow this procedure may be subject to the company's disciplinary procedure.
- During authorised breaks you must leave your workstation and cease all work duties.

This policy is effective immediately. Please direct any questions regarding this policy to company management.

Approved by:



Tom McBride
Chief Executive Officer
McBride Racing Limited

Date: 01/01/2025