

SHIFT TIMES

Nights	1930-0818	2X30 min breaks	1 hour TOIL
Days	0700-1948	2X30 min breaks	1 hour TOIL
Afterns.	1100-2348	2X30 min breaks	1 hour TOIL

CRIB BREAK

- Breaks must be taken for OHS&W, and recorded on the Daily Work Sheet and signed as noted by Team Coordinator.
- At team meeting/handover, time is allocated by agreement to breaks.
- It is a 30-minute break you do not need to clock off and clock on again.
- You cannot leave the site as you might be required to respond to your duties, unless no students on site and you are contactable by mobile phone, and Manager/Team Coordinator gives permission.
- A separate staff area is available and staff member should use this as a break away from students.
- On weekends Team Coordinator and team to assign planned times for breaks. When staff is with students on recreation activity off site, it is difficult to take a crib break, but where possible every effort should be made **in line with the day's planning**. Where unable, record this on Working Sheet and Assistant Manager will review in light of OHS&W

TOIL (time off in lieu) is accumulated over a term only and is used before recreation leave.