

Working Time Policy

▶ WHO IS THIS FOR?



UNITED KINGDOM



REPUBLIC OF IRELAND



ISLE OF MAN



GUERNSEY



JERSEY



TEAM MEMBERS



LINE MANAGERS

We believe in promoting the wellbeing of our people. Our aim is to positively discourage the working of excessive hours and encourage our teams to take a break at work or use their holiday. This means that it is important for you to understand the relevant information contained within the Working Time Regulations and this Policy sets out your rights under these Regulations.

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▶ WHAT ARE THE PRINCIPLES OF THE WORKING TIME REGULATIONS?

The Regulations are complex and different for employees over the age of 18 and under the age of 18 (Young Workers). The tables below set out main provisions affecting our employees and how this applies to them.

Refer to the Young Workers Policy for more information.

Rest breaks

OVER 18 YEARS OF AGE	UNDER 18 YEARS OF AGE (Young Workers)
A 20-minute break must be provided for any shifts lasting 6 hours or more	A 30-minute break must be provided for any shifts lasting 4.5 hours or more

We believe that taking a break is important to support your wellbeing at work. Therefore, if your shift is 6 hours or more, you will be scheduled an unpaid 20-minute rest break (30 mins if you are under 18). We may ask people to take a break at alternative times within their shift. From time to time, we may seek volunteers to work through their break, to meet operational demands. You will not be under any obligation to do this but if you want to volunteer to work through your break, your line manager or relevant duty manager must agree to this, and you will always be entitled to take a compensatory rest break at a different time or be paid for this time.

Compensatory rest

OVER 18 YEARS OF AGE	UNDER 18 YEARS OF AGE (Young Workers)
Employees should have a minimum daily uninterrupted rest of 11 hours. If this is not possible, compensatory rest	You must have a minimum daily uninterrupted rest period of 12 hours. If this is not possible,

for the difference should be provided within in a 24-hour period. You must have a minimum of one day uninterrupted time off per week (this can be 2 days within a fortnight)	compensatory rest for the difference should be provided within in a 24-hour period. You must not work more than 8 hours a day. You must have a minimum of 2 days off per week.
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Working Time

OVER 18 YEARS OF AGE	UNDER 18 YEARS OF AGE (Young Workers)
<p>Employees should not be required to work more than a maximum of 48 hours per week (including overtime) averaged over a 17-week period. This does not include days when you are not at work (e.g. annual leave, sickness or parental leave).</p> <p>Although we are keen to ensure that our teams do not work excessive hours, you have the right to opt out of the 48-hour working week.</p>	<p>Weekly working hours must not exceed 40 hours in one week (there is no allowance for this to be averaged over a 17-week period).</p> <p>Working hours must be between 7.00am and 11.00pm*</p>

Working time includes travelling in connection with work (not commute), working lunches and job-related training. Working time does not include your journey to and from your place of work, rest breaks when no work is done or non-work-related training.

*There are differences on the times for team members in the Republic of Ireland, Jersey and Guernsey. Please refer to the team member [handbooks](#) for the equivalent rules.

Holiday

We are committed to ensuring that all employees understand their right to paid leave. The current statutory entitlement is 5.6 weeks' paid annual leave (equivalent to 28 days a year, for a worker who works 5 days a week). The allowance is pro rata if you work part time. The example below outlines the statutory holiday entitlement:

- If you do 5 days a week your statutory entitlement is 28 days leave
- If you do 4 days a week your statutory entitlement is 22 days leave
- If you do 3 days a week your statutory entitlement is 17 days leave
- If you do 2 days a week your statutory entitlement is 11 days leave
- If you do 1 day a week your statutory entitlement is 6 days leave

Our payroll system will calculate this based on your contractual days per week, and your current accrual is shown on your payslip. For more information, including how holiday pay is calculated and how to request holiday, please refer to in the [Holiday Policy](#).

▶ WORKING TIME AND NIGHT WORKERS

In general, most of our employees are not regarded as night workers under the regulations, even though some of their work may be carried out in the evenings or even the early hours of the morning in some cases.

Your Line Manager will advise you if you fall into the category of night worker and the exceptions are as follows:

- Night Workers must be over the age of 18 years old
- Your shifts should be no longer than 8 hours (generally 11pm – 7am)
- You are entitled to an unpaid 20-minute break per shift that lasts longer than 6 hours
- Compensatory rest breaks will be provided for shift working employees who change shifts, such as from days to nights, which prevent the taking of a full daily or weekly rest period

Night workers often work to a “4 days on, 4 days off” shift pattern. In this scenario, statutory annual holiday entitlement has been calculated as 19.2 days.

▶ OPTING OUT OF THE WORKING TIME REGULATIONS

Whilst we believe that everyone’s wellbeing is very important, and we wish to discourage the working of excessive hours, as noted above all workers over the age of 18 do have the right to opt out of the 48-hour limit on their average working week. If you wish to do so, then you should contact your Line Manager to obtain an opt out form which you should then sign and return to them. You will then be free to choose to opt back in to the limit at any time by giving us one month’s written notice, using the opt in form.

If you opt out, then your working week will be permitted to exceed 48 hours. However, this does not remove our obligations to ensure your health and safety and therefore if we consider that you are working excessive hours, and this is impacting upon your health, wellbeing or performance then we will take reasonable steps to review your hours and alleviate any issues that are being caused. This may involve reducing the number of hours which you work.

You should also note that if your role is one that is subject to “unmeasured working time” then, in accordance with the Working Time Regulations, the 48-hour limit does not apply to you and as such you are not entitled to opt out. You will need to refer to your individual statement of terms and conditions for clarity.

▶ RESPONSIBILITIES

Line Manager

It is your Line Manager’s responsibility to ensure that they and their teams, are meeting the requirements set out within this policy. This includes ensuring you are provided with an opportunity to take the appropriate rest breaks, receiving the appropriate compensatory rest and that you are not exceeding the appropriate working hours, unless you have chosen to opt out. In the event you do choose to opt out, your manager will keep a copy of the request and any subsequent requests to opt back in.

Your responsibility

You are required to notify us of the hours that you work in any other employment that you have other than with Whitbread in order that we can ensure compliance with the 48-hour working week limit and monitor your health and safety.

If you are concerned about working time practices at your site, you should talk to your Line Manager, as the Company would always encourage you to aim to resolve your concerns informally in the first instance. Please refer to the Grievance Policy for more information.
