



**Honest Employment  
Law Practice Ltd**

*Help! On your terms!*

## What you need to know about:

### Working Time Regulations

Age Of employee	Working hours	Rest Breaks	Rest Periods	Holiday Entitlement
Over 18 years old	Work a maximum of 48 hour average week.	Take 20 minutes break if they work more than 6 hours.	Minimum 11 hours rest between each working day. Work no more than 6 days out of every 7 or 12 out of every 14.	5.6 weeks (28 days per year based on full time employee working 5 days a week, can include bank holidays.)
16- 17	Work no more than 8 hours a day and 40 hours per week. Must not work between 10pm and 6am or 11pm and 7am.	Take at least 30 minutes break if they work more than 4.5 hours.	Minimum 12 hours rest between working days and 2 days off every week normally 2 consecutive days.	5.6 weeks (28 days per year based on full time employee working 5 days a week, can include bank holidays.)

#### Rest Breaks

- The employer can determine break times but they must not be taken at the beginning or end of a shift period.
- Remember to also allow workers any breaks needed as a result of any health conditions or disability.

#### Rest Periods

- Workers are entitled to regular rest periods between working days in addition to any holiday entitlement.

#### Night workers

- A Night worker is someone who regularly works at least 3 hours during the hours of 23:00 and 06:00.
- There is a limit of an average of 8 hours work in 24 hours which a night worker can be required to work (averaged over 17 weeks).
- Night workers must be offered a free health assessment before starting night work and thereafter on a regular basis.

#### Working Time Directive (Opt-out scheme)

- Workers age 18 and over can not be forced to work more than 48 hours per week on average – calculated on an average of 17 weeks.
- Exceptions include certain circumstances in which the employees agree to change or opt out of working time limits.
- Workers can cancel the opt-out at any time giving 7 days notice.

- Workers *under 18* work a maximum of 40 hours per week, this **can not** be averaged out and **no** opt out is available.

It is important to keep records of working hours to show you are complying with the regulations and it is also good practice to monitor working hours.

These regulations cover all workers including part time, freelance and agency workers.