



CITY CRUISES CANADA POLICIES AND PROCEDURES

POLICY

POLICY: **B-3**
SUBJECT: **BREAKS - ESA**
EFFECTIVE: **JANUARY 1, 2024**
SUPERCEDES: **JANUARY 1, 2022**

POLICY

City Cruises Canada is committed to providing meal periods and breaks from work that meets the legal requirements of the *Employment Standards Act (ESA)*.

1.0 EATING PERIODS

- 1.1 Crew member breaks and meal periods are based on the length of the crew member's shift.
- 1.2 Crew members are required to return from breaks and meal periods on time.
- 1.3 Breaks and meal period entitlement will be as follows:

Length of Shift	Meal Period Entitlement
Greater than 5 hours and less than 8 hours	<ul style="list-style-type: none">• one (1) 30 minute unpaid meal period
8 hours and greater	<ul style="list-style-type: none">• one (1) 30 minute unpaid meal period and• two (2) 15 minute paid breaks or one (1) 30 minute paid break

- 1.4 Departments may combine breaks or expand breaks as long as the total entitlement is provided.



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- 1.5** Meal periods must be given so that crew members do not work more than five (5) hours without a meal period.
- 1.6** A crew member who is given an early out will receive payment for all paid breaks taken during their shift according to the schedule above.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

Company Policy B-3 Breaks - ESA	Revised Date: January 1, 2024	Approved by: LM
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