

- 9.2.1 a rest interval of 10 minutes as nearly as practicable in the middle of each morning and afternoon work-period, which shall be regarded as part of ordinary hours of work;
- 9.2.2 a lunch interval of between 30 minutes and 60 minutes after a continuous period of work of not more than 5 hours, which shall not be regarded as part of ordinary hours of work.

9.3 Overtime

- 9.3.1 All time worked in excess of an establishment's ordinary number of hours of work in a week shall be regarded as overtime.
- 9.3.2 An employer may request an employee to work overtime. This request shall not unreasonably be rejected and the employee shall not be permitted to work overtime in excess of 15 hours in any one pay week. All employees shall be given at least 24 hours' prior notice of overtime to be worked, provided that employers and employees may agree to work emergency overtime at shorter notice.. For overtime to be worked in excess of 15 hours in any pay week, prior permission shall be obtained from the Council with proper written motivation.
- 9.3.3 An employee shall not be entitled to payment for overtime unless he has completed the weekly ordinary number of hours of his establishment, unless the time lost is owing to illness for which he must produce a medical certificate on the day he resumes work.
- 9.3.4 In order to calculate overtime-
- 9.3.4.1 Paid sick leave;
 - 9.3.4.2 Paid public holidays;
 - 9.3.4.3 Paid study leave;
 - 9.3.4.4 Paid family responsibility leave; and
 - 9.3.4.5 Paid trade union representative leave are to be considered as paid ordinary hours of work.
- 9.3.5 Motor vehicle drivers and their crew shall not be required or permitted to work overtime-
- 9.3.5.1 in excess of 15 hours per day, which includes ordinary hours of work, overtime hours, lunch intervals and tea intervals; and
 - 9.3.5.2 40 hours in any one week from Monday to Saturday.
- 9.3.6 All motor vehicle drivers and motor vehicle crew shall receive overtime payment equal to 1.5 x their ordinary hourly rate of pay and 2 x their ordinary