

Royal Mail Group's working time policy sets limits on the amount of hours you can work in any week. This is to support your health, safety and wellbeing, while ensuring we comply with the law. It's important that you work within the agreed limits per week that are set out in the Working time policy.

Your manager has a responsibility to make sure that working hours are kept within reasonable limits, so they will monitor working hours. You also have a duty to ensure you are not working excessive hours – you should inform your manager if you think that you may be doing so.

You should not volunteer for overtime if it means you'll exceed the limits.

### Working hours limits

- If you have signed an opt-out form (available from your manager), you can work a maximum of 70 gross hours in any week. This includes conditioned (duty) hours, scheduled attendance (SA), and any other overtime, including paid meal breaks. Opting out is voluntary and you can change your mind at any time by giving one month's written notice.
- If you haven't signed an opt-out form, you must not work more than an average of 48 hours net (52 hours gross including conditioned hours, SA, and paid meal breaks).
- If you have any questions or concerns about your working hours and the limits, you should talk to your manager.
- Unite represented grades have different working limits that you can check with your manager.



### Rest breaks

- You must have an 11 hour uninterrupted break from work each day.
- You must also have a 24 hour uninterrupted break each week or one 48 hour break each fortnight.
- If you can't take your daily or weekly rest during the required times, you should have a period of compensatory rest within the following week.



Want to know more?

Further useful information on working hours limits can be found in the Working time policy.

### Night workers

- Night workers are employees who normally work at least three hours between 11pm and 6am.
- You should have the opportunity to have a health assessment every three years or can request one at any time if you have concerns about your health.



### Young workers

- If you're under 18, you must not work more than eight hours a day and 40 hours per week (excluding meal breaks). It isn't possible for you to opt-out of this.
- You cannot work during the hours of 12am-4am.
- You should have a 12 hour uninterrupted break from work each day. This means between the end of one shift and the start of the next.
- You should also have a 48 hour uninterrupted break each week, taken in one full block or in two 24 hours periods. This needs to be in addition to the 12 hour rest break between shifts.

### Second jobs

- You must tell your manager if you have a second job.
- Remember that any work you have outside of Royal Mail Group must not be for a competitor
- If the total average net hours you work is over 48 per week, you will also need to sign an opt-out form to be able to continue with both jobs.



### Drivers

- If you are a driver, you may be subject to additional working time rules. Ask your manager for copies of any relevant documents, e.g. Royal Mail driver's manual.
- If you are a driver of tachograph vehicles over 3.5 tonnes, you have different working/driving hours' time limits. Ask your manager for a copy of the Professional Drivers' Agreement.



Want to know more?

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