

EMPOWERING PEOPLE.

BUILDING SKILLS.

CREATING OPPORTUNITY.

WORKING HOURS, BREAKS & HOLIDAY ENTITLEMENT

YOUR TIME MATTERS.
YOUR RIGHTS MATTER.
KNOW THEM. USE THEM.

This guide explains the statutory employment rights that apply to most adult workers (aged 18+) in Great Britain. Some industries and workers under 18 have different rules. Understanding your rights helps you protect your wellbeing and make informed decisions at work.

A GOOD BALANCE
LEADS TO:

- ✓ Better wellbeing
- ✓ More energy
- ✓ Stronger focus
- ✓ Happier you
- ✓ Time for what matters



REST.
RECHARGE.
ENJOY YOUR TIME.
YOU'VE EARNED
IT.



WHY IT MATTERS

Taking breaks and using your holiday is not a luxury – it's your right. It helps protect your health, improves your performance and ensures you have time for yourself and your loved ones.

WHAT YOU NEED TO KNOW



NORMAL WORKING HOURS

- Most adult workers cannot be required to work more than an average of 48 hours a week, unless they choose to opt out in writing.
- Your employment contract should clearly state your normal working hours.
- Any permanent changes to your contracted hours should be discussed with you.

Know your hours.
Protect your time.



BREAKS AT WORK

- You are entitled to a 20 minute rest break if you work more than 6 hours.
- This break can be unpaid.
- You should also get a short break if your shift is long.

Take breaks.
Stay refreshed.



DAILY AND WEEKLY REST

- You are entitled to at least 11 hours' rest between working days.
- You are entitled to at least 24 hours uninterrupted rest each week, or 48 hours over a 14 day period.

Rest is your right.
Use it.



ANNUAL HOLIDAY ENTITLEMENT

- Most adult workers are entitled to a minimum of 5.6 weeks' paid annual leave each year.
- For someone working five days a week, this is 28 days.
- Employers can include bank holidays as part of this statutory entitlement.

Take your holiday.
You've earned it.



BOOKING HOLIDAY

- Check your company's holiday policy.
- Book holiday in advance where possible.
- Your employer can refuse holiday, but this must be reasonable.

Plan ahead.
Avoid disappointment.



BANK HOLIDAYS

- You are entitled to paid time off on bank holidays.
- If you work on a bank holiday, you may be entitled to extra pay or time off in lieu – check your contract.

Bank holidays are
part of your entitlement.



OVERTIME & FLEXIBLE WORKING

- Overtime arrangements should be clearly explained in your contract or agreed with your employer.
- Most employees have the legal right to request flexible working from their first day of employment.
- Employers must consider requests reasonably and can only refuse for recognised business reasons.

Know your options.
Put requests in writing.



YOUR RIGHT TO SAY NO

- You are not expected to work excessive hours.
- Speak up if you feel under pressure.
- Your health and wellbeing come first.

Your time matters.
It's okay to say no.



QUICK REMINDERS

- Keep track of your hours.

- Know your holiday entitlement.

- Take breaks regularly.

- Switch off and rest.



BALANCE TODAY.
BETTER TOMORROW.



REMEMBER

Your time is valuable. You have legal rights that protect your health, wellbeing and work-life balance. Know your rights, speak up and make the most of the time you deserve.



KNOW YOUR RIGHTS.
PROTECT YOUR TIME.
LIVE YOUR LIFE.



NEED HELP OR WANT TO LEARN MORE?

We can help you understand your employment rights and build your confidence with our resources, guidance and training. Get in touch with Drae & Dre Collective CIC for support.



VISIT OUR WEBSITE
www.draeanddre.com



BETTER KNOWLEDGE
BETTER CONFIDENCE
BETTER OPPORTUNITIES



This guide is based on current UK employment law for most adult workers (18+) in Great Britain. Some occupations and workers under 18 may have different legal entitlements.