

If phoning, please ask for: Michael Youd  
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Our Reference: MY/FOI041018A

4<sup>th</sup> October 2018

John Gallacher  
C/O Whatdotheyknow.com

Dear John,

### Freedom of Information Request – Breaks

Please find the answers to the Freedom of Information Request received on 4<sup>th</sup> October 2018 on behalf of Dumfries and Galloway College.

Taking each question in turn, the College's response is as follows.

1. If support staff are allowed breaks in your College please clarify the duration in the morning and the afternoon and whether this is over and above the standard lunch hour?  
**- Support staff do not normally receive breaks as part of their working day other than 45 minutes for lunch. The normal working day is 8:45 to 16:30 with 45 minutes unpaid lunch. Individual managers may agree unpaid breaks throughout the day should it be required in the role, provided the working hours are fulfilled. Non student facing support staff may have more flexibility, such as being able to access tea and coffee during their working time.**
2. Is this a paid or unpaid break? If unpaid, can you please advise why?  
**- All breaks are unpaid. Employees are paid only for the time they are working.**
3. If staff do not receive an agreed morning or afternoon break please provide College explanation for the reason for this.  
**- There is no blanket approach across the College to this. Support staff in student facing roles may have the opportunity for breaks during breaks in the lessons, but this is dependent on student needs and requirements. We try to be as flexible as possible with staff, whilst recognizing the need for students to have continuity of service throughout the day.**

I trust the above answers the questions outlined in your request, but should you require any further information or clarification, please do not hesitate to contact me.

Should you be dissatisfied with the way in which the College has dealt with your request, you have the right to ask us to review decisions. This request should be submitted within 40 working days of this response.

Yours sincerely



Michael Youd  
Head of Human Resources

