**Killarney**

**HR & Payroll**

Damien McCarthy Assoc. CIPD Tel: 086-1936752

E: [info@killarneyhrb.ie](mailto:info@killarneyhrb.ie) W: [www.killarneyhrb.ie](http://www.killarneyhrb.ie) Knockinane West, Kilcummin, Killarney, Co. Kerry

**Maximum & minimum working hours and rest breaks: Employers guide**

Maximum working hours

The [*Organisation of Working Time Act 1997*](http://www.irishstatutebook.ie/1997/en/act/pub/0020/index.html) states the maximum average working week for many employees cannot exceed 48 hours. This does not mean that a working week can never exceed 48 hours; it is the average that is important. The average may be calculated over one of the following periods:

* 4 months for most employees
* 6 months for employees working in the security industry, hospitals, prisons, gas/electricity, airport/docks, agriculture or in businesses which have peak periods at certain times of the year (such as tourism)
* 12 months where this has been agreed between the employer and the employees.

### Minimum Weekly Working Time

There is also a minimum weekly working time. An employee is guaranteed to be compensated for 25% of the time that he or she is required to be available. So, if an employee is expected to be available for 40 hours, they are guaranteed at least 10 hours of pay.

Rest periods & breaks

There are also regulations concerning rest periods and break times for the safety and well-being of the employee.

Employees are allowed at least 11 hours of daily rest per 24-hour period. They must also receive one 24-hour period of rest per week, which needs to follow an 11-hour rest period. During the work day, your staff must get a 15-minute rest break if they work 4 ½ hours. If working 6 hours, they must get 30-minutes of rest.

**For help, support and advice on the above or on any of your HR & Payroll needs please feel free to contact us.**

**HR Consultancy - Payroll outsourcing - Employment Contracts - Policies & Procedures - Performance Mgt.**