KNOW OUR CONTRACT, KNOW OUR POWER

UNAC/UHCP SPNN Contract:
Sharp Professional Nurses Network

Did You KNOW?

MEALS AND REST PERIODS ARE PROTECTED BY LAW

It is critical that we know our rights regarding meals and breaks:

- The burden of providing breaks is on the employer, NOT the member.
- You are NOT required to work during your meals or rest breaks.
- Do NOT clock out for a break and continue to work.
- Do NOT voluntarily do work during your breaks.
- Using the toilet does NOT count as your ten-minute break.
- Your employer CANNOT cut your breaks short and “make it up” by giving you the rest of the break later.
- Staffing shortages do NOT excuse the employer from providing your breaks.
- Signing up on a paper break list at the beginning of your shift does NOT constitute an “Opportunity” as asked for in the API attestation.

Turn the page to learn what you can do if you missed a meal or break

Under our UNAC/UHCP contract and/or state law:

- A true opportunity is when an equally qualified, duty-free nurse receives full handoff and assumes full care.
- You are entitled to a paid 10-minute rest break for each 4 hours worked.
- You are entitled to a 30-minute unpaid meal period (which begins prior to the fifth hour of the shift) if you work at least 6 hours per day.
- If you work more than 10 hours per day, you should be provided your meal break before your eighth hour. You are also legally entitled to a second 30-minute unpaid meal period. The employer and SPNN have agreed contractually to waive one of these meal breaks. However, employees may, in writing, revoke the waiver before beginning a shift.
- Know the appropriate staffing ratio for your unit, which can be found in Title 22.

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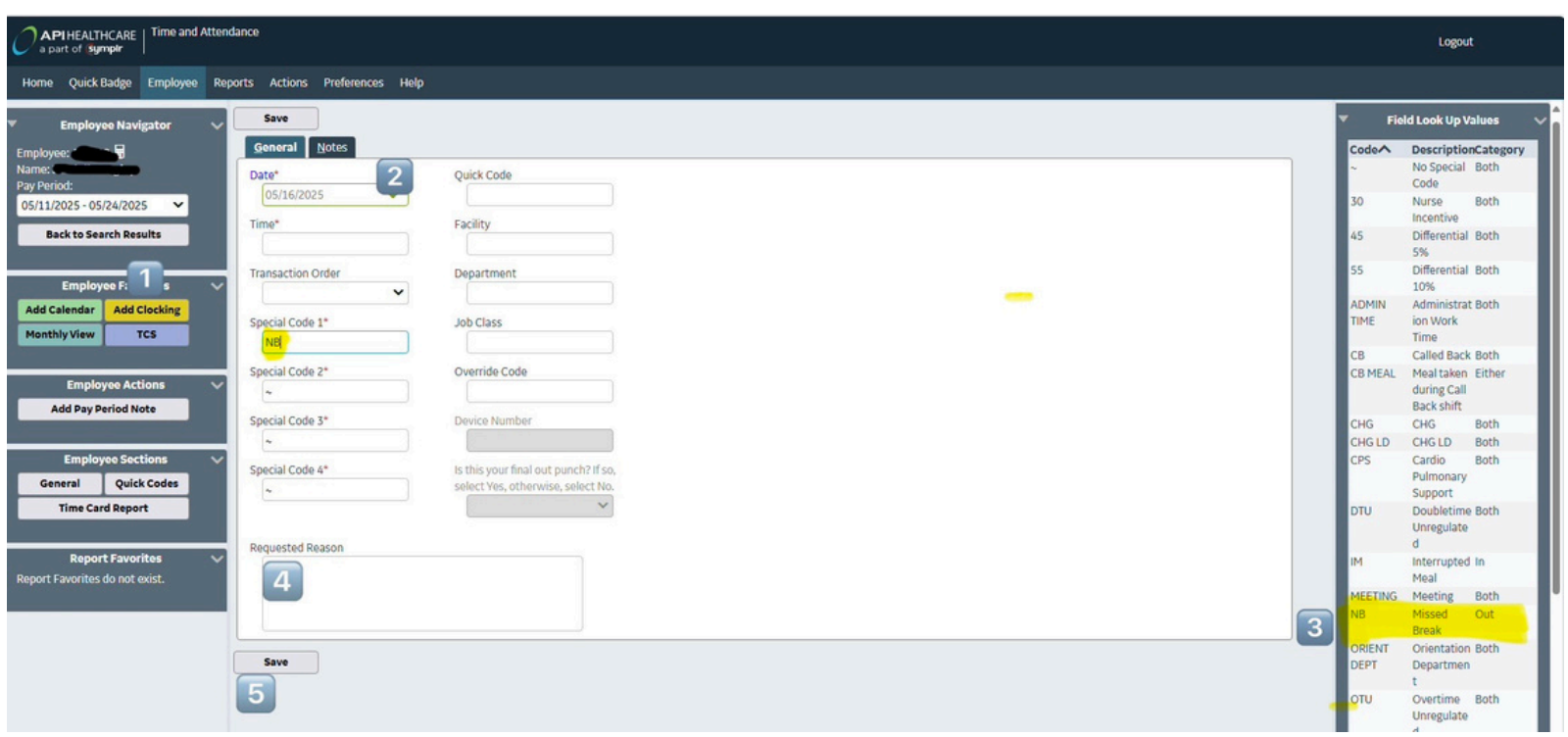
Protect your rights, your license, and your patients by reporting every single missed meal or rest period.

What to do if you missed a meal or break:

1. Notify your charge nurse, lead, manager, or break nurse as soon as possible if you think you are nearing a missed or late break or meal period.
2. Use API to signify that your break or meal was late, missed, or interrupted.
3. File a staffing objection form on **memberlink.unacuhcp.org** or scan the QR code.
4. If you miss a state-mandated break or meal, you are entitled to one hour of pay at your regular rate of pay.

memberlink.unacuhcp

HOW TO USE API



1. Click: Add Clocking
2. Make sure the date is accurate.
3. On the right column: choose NB/Missed Break on your out punch for the day.
4. In Requested Reason box: type the reason your meal or rest period was late, missed, or interrupted. Some examples could include: relief was not provided timely, code or emergency in progress, inadequate staffing for breaks, no duty-free RN to assume care for my patients.
5. Click Save along bottom.