

From: Edinburgh College Freedom of Information
Sent: 01 November 2018 15:37
To: [REDACTED]
Subject: RE: Freedom of Information request - Staff Breaks

Dear [REDACTED]

Our Ref: 049/18

As of 1 October 2012, Edinburgh's Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 04 October 2018. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 ("FOISA"):

049/18: 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?

The college adheres to ACAS's guidance that staff are entitled to at least a 20 minute break if they work longer than six hours. It is up to individual line managers to agree breaks with their staff and this information is not centrally recorded by the college.

049/18: 2 Is this a paid or unpaid break? If unpaid, can you please advise why?

All breaks (with the exception of lunch) are paid.

049/18: 3 If unpaid, can you please advise why?

Lunch breaks do not count towards working hours.

049/18: 4 If staff do not receive an agreed morning or afternoon break please provide College explanation for the reason for this.

Please see response to **049/18: 1** above.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Head of Corporate Development at the postal address below or e-mail the Head of Corporate Development at governance@edinburghcollege.ac.uk describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and home address for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Head of Corporate Development

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

The Commissioner's online appeal service is available from their website:

www.itspublicknowledge.info/Appeal

The online appeal service is available 24/7 and offers you real time help and advice about your appeal.

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards

FOI Team