



Ministry of Forests, Lands and Natural Resource Operations

Wildfire Management Branch

No Clear 8 Hour or Meal Break Authorization Form

Hours of Work Procedures and Standards applies to all BCGGEU regular and auxiliary staff and statutory hires.

Employees must notify the appropriate authorized approver of any No Clear 8 or missed meal breaks!

No Clear 8 - All workers will get a complete 8 hour break between the end of one shift and the start of another

Meal Breaks – Includes lunch and overtime meal breaks

Incident/Project No: _____

The following personnel (list the names of all applicable personnel):

Have been authorized to forego their:

Mandatory –No Clear 8 Hour Break - Date/Time: _____

Mandatory - 1/2 hour lunch break - Date/Time: _____

Optional - 1/2 hour overtime meal break - Date/Time: _____

Because of the following extenuating circumstances:

- Life Threatened
- Property Threatened
- Aircraft Dispatch
- Other – Specify _____

The consequences of taking the break are:

Authorizing Signature:

Print Name, Employee # & Title e.g. RWCO (See reverse side for a list of persons authorized to sign)

Once approved, attach the signed form to your diary. Forms containing multiple names (e.g. crews) are photocopied and attached to each person's diary. Failure to do so could cause delays in processing.

No Clear 8 Hour or Meal Break Authorization Form Definitions & Instructions

FS1379 Authorized Approvers:

- Provincial Wildfire Coordination Officer (PWCO), or;
- Regional Wildfire Coordination Officer (RWCO), or;
- Provincial Air Tanker Coordinator Officer (PATCO), or;
- The MZOC Director (Type 1 or 2), or;
- Incident Commander on a sustained action fire, or;
- Agency Rep for Out of Province Deployments.

As per Operational Safe Work Standard #2 - Breaks

- 1) Article 16 of the sixteenth Master Agreement addresses how overtime meals are compensated and administered. It is expected that all breaks are taken in accordance with this article to ensure fatigue is mitigated.
 - 2) For any employees that are not covered by a collective agreement, meal breaks (1/2 – 1 hour) should be taken once every 5 hours to ensure fatigue is minimized.
 - 3) All workers will get a complete 8 hour break between the end of one shift and start of another i.e. "Clear 8".
- Any exception to these breaks must be authorized in advance and in writing by the appropriate authorized approvers. A copy of the signed FS1379 must be attached to the employee's FS 28C Overtime Diary.

No Clear 8 - Signed FS1379 MANDATORY:

Employees involved in fire suppression related activities will take a minimum 8 hour rest period between shifts, except under the following extenuating circumstances:

- If life or property is imminently threatened, or;
- There are no further resources available.

Pre-authorization for the No Clear 8 must be obtained (this also applies to a day of rest) and the signed FS1379 attached to the Overtime Diary with the incident number and "No Clear 8" is clearly documented in the description field with authorized approver's signature

No Meal Breaks – Lunch – Signed FS1379 MANDATORY:

Employees involved in fire suppression related activities will take a minimum 1/2 hour unpaid meal break (lunch) every day, except under the following extenuating circumstances:

- If life or property is imminently threatened, or;
- There are no further resources available, or;
- Aircraft dispatch for fire suppression activities.

Pre-authorization for the missed lunch break must be obtained and the signed FS1379 attached to the Overtime Diary with the incident/project number clearly documented in the description field.

No Meal Breaks – Overtime meal Break – Signed FS1379 OPTIONAL:

Employees entitled to an overtime meal break are expected to take the overtime meal break. If the overtime meal break is missed employees are expected to follow the same extenuating circumstances as listed above for lunch breaks. Expense authorities may request a completed FS1379 at their discretion.

- 3 hours before or after and abutting their core hours – 1st meal break
- 7 hours – 2nd meal break
- 10 hours – 3rd meal break
- 13 hours – 4th meal break
- 16 hours – 5th meal break

Alert Status – Red Alert FS1379 NOT required, but must be noted in the Overtime Diary description column:

Overtime diaries with "Red" in the description column do not require a signed FS1379 as there are audit trails (e.g. prep sheets, PRT notes) that can be requested if necessary for confirmation of audit controls.

1. Aviation travelling to and from a Deployment - FS1379 NOT required, but "flight" must be noted in the Diary description column:

While in transit on deployments, it is the supervisor's responsibility to ensure, wherever possible, that employees have the opportunity for a break. The employee is entitled to take their lunch break (30-60 minutes) without confinement e.g. airplane seat, and as close as possible to the middle of their shift.

An employee travelling for deployment to a new base in BC or within North America, and confined on a flight during their lunch meal break will be compensated at straight time for the missed lunch break if the work day is 7 hours or less. If the work day exceeds 7 hours the employee is compensated at applicable overtime rates for the lunch break.

An employee traveling for "non-fire suppression" work (e.g. project work or fire preparedness) regular paid meal breaks apply as above but overtime rates would only apply after working 10 hours.

For fire deployments outside of North America (e.g. Australia) will be on a volunteer basis and overtime rates will only be applied after 10 hours while in transit. Once on fires overtime will be applicable after 7 hours.

2. Ground Travel – FS1379 MANDATORY if breaks are missed as noted above:

Employees travelling by ground transportation do NOT follow 1. Aviation travelling rules noted above. Employees on ground travel must take applicable breaks or, if required, complete the FS1379 and have signed by the appropriate authorized approver.

Expense Authorities and Supervisors

Expense Authorities and supervisors will be accountable for monitoring employees fatigue and reserve the right to request authorized FS1379's to be supplied for any time a "No Clear 8" occurs or a meal break is missed.

Audits

Audits will be performed from HQ payroll to ensure compliance, staff will be expected to submit supporting documentation if requested.