



**CLEO**

Community Legal Education Ontario  
Éducation juridique communautaire Ontario

# BREAKS AT WORK

## CANADIAN LANGUAGE BENCHMARK 1/2

This activity kit, designed to teach newcomers to Ontario in Adult ESL and LINC classes about their legal rights and responsibilities, includes:

<u>Introductory notes for instructors</u>	<u>1</u>
<u>Activities for learners</u>	<u>2-5</u>
<u>Teaching notes with answer keys and suggestions for using the kit</u>	<u>6-8</u>

Visit [cleoconnect.ca](https://cleoconnect.ca) to download these pages and to find other legal information.


Visit [stepstojustice.ca](https://stepstojustice.ca) for step-by-step information about common legal problems, including

# BREAKS AT WORK

## INTRODUCTORY NOTES

**Context outcomes** Learn the rules about breaks at work.

**CLB outcomes**

-  Get information from very basic texts.
-  Copy numbers and words to complete short writing tasks.

**Activities** Breaks at work

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Vocabulary review

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Writing practice

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**Free companion resource**  
*Your rights at work*

The information in this activity kit is based on the CLEO publication called *Your rights at work*. Read the publication before using the activity kit, and keep it on hand for reference as you guide learners through the activities. You can find it on CLEO's website at [www.cleo.on.ca](http://www.cleo.on.ca). To order free copies for your class, you can use the online [order form](#).

You can also view CLEO's short video on [Breaks at work](#).

### Please take note

Ontario's *Employment Standards Act (ESA)* is a law that outlines the rights of employees and the responsibilities of employers. The *ESA* sets minimum standards for working conditions. Many employers offer better.

The information in these activities applies to most but not all workers. Not all jobs are covered by the *ESA*, and in some cases only parts of the *ESA* apply. Some industries, such as banks, airlines, trucking, and broadcasting, are regulated by the federal government.

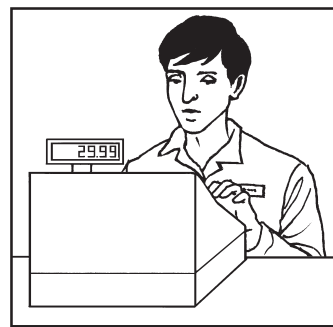
Immigration status does not matter. You do not need to be a Canadian citizen, permanent resident, or holder of a work permit to be covered by the *ESA*.

The information in these activities is not a substitute for legal advice. Every situation is different so learners with concerns should get legal help. They can contact their local community legal clinic. To find the nearest community legal clinic, go to Legal Aid Ontario's website at [legalaid.on.ca/legal-clinics](http://legalaid.on.ca/legal-clinics) or call Legal Aid Ontario toll-free at 1-800-668-8258.

# Breaks at work

## A. Read the information.

Workers have the right to breaks. In most jobs, you must get a 30-minute break after 5 hours of work.



**Name:** Diego  
**Job:** cleaner  
**Hours:** 3:00 – 11:30 p.m.  
**Break:** 8:00 – 8:30 p.m.

**Name:** Amalia  
**Job:** security guard  
**Hours:** 10:00 a.m. – 6:00 p.m.  
**Break:** 12:30 – 12:45 p.m.  
 and 3:15 – 3:30 p.m.

**Name:** Sanjeev  
**Job:** cashier  
**Hours:** 5:00 – 10:00 p.m.  
**Break:** No break

## B. Unscramble the words to make questions.

What name his is ? \_\_\_\_\_

job What is her ? \_\_\_\_\_

are her What hours ? \_\_\_\_\_

When his is break ? \_\_\_\_\_

## C. Point to a picture. Ask questions to another student.

## D. Write the information in the chart.

Name	Job	Hours	Break
Diego			
	security guard		
		5:00 - 10:00 p.m.	

**E. Read about Diego's job. Write the missing information.**



Diego is a cleaner. He works from \_\_\_ to \_\_\_\_\_ p.m.

He gets a \_\_\_\_\_ minute break at 8:00 p.m.

His break is unpaid.

He gets pay for \_\_\_\_\_ hours of work.

**F. Read about Amalia's job. Write the missing information.**



Amalia \_\_\_\_\_ a security guard.

She \_\_\_\_\_ from 10:00 a.m. to 6:00 p.m.

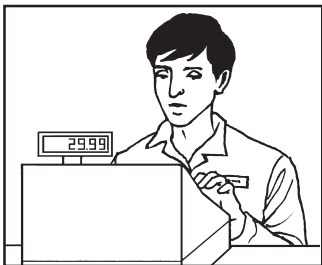
She \_\_\_\_\_ a 15-minute break at 12:30 p.m.

She \_\_\_\_\_ a 15-minute break at 3:15 p.m.

Her breaks \_\_\_\_\_ unpaid.

She \_\_\_\_\_ pay for 7 ½ hours of work.

**G. Read about Sanjeev's job. Write the missing information.**



Sanjeev is a \_\_\_\_\_.

He works from 5:00 to 10:00 \_\_\_\_\_.

He doesn't get a \_\_\_\_\_.

He gets \_\_\_\_\_ for 5 \_\_\_\_\_ of work.

**H. Answer the questions.**

1. Who is a cashier? \_\_\_\_\_

2. Who works from 10:00 a.m. to 6:00 p.m.? \_\_\_\_\_

3. Who has a 30-minute break? \_\_\_\_\_

4. Who doesn't get a break? \_\_\_\_\_

5. Who has unpaid breaks? \_\_\_\_\_

## Vocabulary review

A. Please fill in the blanks to make words from the stories about breaks at work.

b	c	g	j	m	p	r	w
---	---	---	---	---	---	---	---

- |               |                   |
|---------------|-------------------|
| 1. __ o b     | 5. __ u a r d     |
| 2. __ a y     | 6. __ i n u t e   |
| 3. __ r e a k | 7. __ l e a n e r |
| 4. __ o r k   | 8. __ i g h t     |

B. Write the words in alphabetical order.

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

C. Pronunciation: Practise saying the words.

/-/

job  
pay  
hour  
break  
guard  
work

/- -/

worker  
cleaner  
minute

## Writing practice

### A. Please write the sentences correctly.

1. Diegoisacleaner. Diego is a cleaner.
2. Diegogetsa30minutebreak. \_\_\_\_\_
3. Hisbreakisunpaid. \_\_\_\_\_
4. Sanjeevisacashier. \_\_\_\_\_
5. Heworksfrom5:00to10:00p.m. \_\_\_\_\_
6. Hedoesn'tgetabreak. \_\_\_\_\_

### B.1. Write about yourself.

I am a \_\_\_\_\_.

I work from \_\_\_\_\_ to \_\_\_\_\_.

I get a \_\_\_\_\_ minute break at \_\_\_\_\_.

My break is \_\_\_\_\_. (paid / unpaid)

I get pay for \_\_\_\_\_ hours of work.

### 2. Write about a worker you know.

\_\_\_\_\_ is a \_\_\_\_\_.

(He / She) \_\_\_\_\_ works from \_\_\_\_\_ to \_\_\_\_\_.

(He / She) \_\_\_\_\_ gets a \_\_\_\_\_ minute break at \_\_\_\_\_ a.m./p.m.

(His / Her) \_\_\_\_\_ break is \_\_\_\_\_.

(He / She) \_\_\_\_\_ gets pay for \_\_\_\_\_ hours of work.

## TEACHING NOTES

### Curriculum connections

#### LINC/Adult ESL:

Theme: Employment

Topic: Working in Canada

Theme: Canadian Law

Topic: Employment Law

Theme: Community & Government Services

Topic: Counselling & Advocacy

### Vocabulary

worker, work, job, hours, pay, right (n), break, unpaid, minute, cleaner, security guard, cashier, employer

### Breaks at work (pages 2-3)

A. Elicit the meaning of break. Ask what learners do during a break. Learners can listen as you read the opening sentences.

Elicit vocabulary about the pictures. Then read the information below the pictures together. You can ask questions about the information. Ask about the difference between Diego and Amalia's breaks. Explain that Amalia's employer must ask her if she agrees (says yes) to two 15-minute breaks. Ask why Sanjeev doesn't get a break, and reread the opening sentences if necessary.

B and C. Learners can work in pairs to unscramble, then ask and answer questions.

#### Answers:

##### B.

1. *What is his name?*
2. *What is her job?*
3. *What are her hours?*
4. *When is his break?*

D. Learners can fill in the chart individually or with a partner.

Name	Job	Hours	Break
Diego	<i>cleaner</i>	<i>3:00 - 11:30 p.m.</i>	<i>8:00 - 8:30 p.m.</i>
Amalia	<i>security guard</i>	<i>10:00 a.m. - 6:00 p.m.</i>	<i>12:30 - 12:45 p.m. 3:15 - 3:30 p.m.</i>
Sanjeev	<i>cashier</i>	<i>5:00 - 10:00 p.m.</i>	<i>no break</i>

E - G. You may wish to write a template for these stories on the board, to show how the information below the pictures on the first handout is used to form a story. For example:

\_\_\_\_\_ is a \_\_\_\_\_.

He works from \_\_\_\_\_ to \_\_\_\_\_.

He gets a \_\_\_\_\_ minute break at \_\_\_\_\_.

He gets pay for \_\_\_\_\_ hours of work.

His break is unpaid.

As a class, you could fill in the blanks for a student who has a job and would be willing to share information about the job.

Explain that breaks are often unpaid and that employers do not have to pay for breaks. You can write on the board “unpaid = no pay”.

You may want to instruct learners to circle or underline categories of words for reinforcement (for example, they could put a check mark beside the people words, underline the verbs, and circle the numbers). You can elicit that the missing words in Section F are verbs, and in Section G the missing words are nouns.

**Answers:**

**E.**

*Diego is a cleaner. He works from 3:00 to 11:30 p.m.*

*He gets a 30-minute break at 8 p.m.*

*His break is unpaid.*

*He gets pay for 8 hours of work.*

**F.**

*Amalia is a security guard.*

*She works from 10:00 a.m. to 6:00 p.m.*

*She gets a 15-minute break at 12:30 p.m.*

*She gets a 15-minute break at 3:15 p.m.*

*Her breaks are unpaid.*

*She gets pay for 7 ½ hours of work.*

**G.**

*Sanjeev is a cashier.*

*He works from 5:00 to 10:00 p.m.*

*He doesn't get a break.*

*He gets pay for 5 hours of work.*

**H.**

1. Sanjeev

2. Amalia

3. Diego

4. Sanjeev

5. Diego, Amalia

**Vocabulary review**  
(page 4)

**Answers:**

A.

- |                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| 1. <i>job</i>   | 2. <i>pay</i>    | 3. <i>break</i>   | 4. <i>work</i>  |
| 5. <i>guard</i> | 6. <i>minute</i> | 7. <i>cleaner</i> | 8. <i>right</i> |

B.

- |                  |                   |                 |                |
|------------------|-------------------|-----------------|----------------|
| 1. <i>break</i>  | 2. <i>cleaner</i> | 3. <i>guard</i> | 4. <i>job</i>  |
| 5. <i>minute</i> | 6. <i>pay</i>     | 7. <i>right</i> | 8. <i>work</i> |

**Writing practice**  
(page 5)

Activity A is a literacy activity. Learners can choose between the two options in Activity B, or more advanced learners can do both sections. This can also be a speaking and listening activity. Learners can work in pairs or small groups and interview each other about their jobs. Learners who don't have jobs can talk about workers they know. This can be assigned for research as an extension activity.

**Answers:**

A.

2. *Diego gets a 30-minute break.*
3. *His break is unpaid.*
4. *Sanjeev is a cashier.*
5. *He works from 5:00 to 10:00 p.m.*
6. *He doesn't get a break.*

**CLEO's Steps to Justice** is a website that gives step-by-step information about common legal problems, including employment law issues. Steps to Justice has practical tools like forms and checklists, and referral information for legal and social services.

Visit [stepstojustice.ca](https://stepstojustice.ca) and see the information in the Employment and Work section under [Hours of Work and Breaks](#).