

Break Exception Form

Missed or Modified Break Documentation

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Compliance Reminder

Under the Fair Work Act and most modern awards, employees are entitled to meal and rest breaks. This form documents exceptions to normal break entitlements for compliance and payroll purposes. Repeated exceptions should be reviewed for systemic issues.

Section 1: Employee Details

Full Name *

Employee ID

Position / Job Title *

Department / Team *

Manager / Supervisor Name *

Applicable Award / Agreement

Date of Submission *

Section 2: Shift Information

Date of Shift *

Shift Start Time *

Shift End Time *

Total Shift Length (hours) *

Work Location *

Section 3: Scheduled Break Entitlement

According to your award/agreement, what breaks were you entitled to during this shift?

Meal Break

Scheduled Duration (minutes)

Paid or Unpaid

Scheduled Start Time

Scheduled End Time

Number of Rest Breaks Entitled

Rest Break(s)

Duration Each (minutes)

Section 4: Actual Break Taken

What break did you actually take?

Meal Break Taken

Actual Start Time

Actual End Time

Actual Duration (minutes)

- ☐ No meal break taken
- ☐ Meal break shortened
- ☐ Meal break delayed
- ☐ Meal break interrupted

Rest Break(s) Taken

Number of Rest Breaks Actually Taken

Actual Duration of Rest Breaks

- ☐ No rest breaks taken
- ☐ Rest breaks shortened

Section 5: Reason for Exception

Why was the scheduled break not taken as entitled?

- ☐ Operational demand / high workload

- ☐ Staff shortage
- ☐ Customer / client emergency
- ☐ Urgent work deadline
- ☐ Safety-critical situation
- ☐ No cover available to take break
- ☐ Employee chose to work through break
- ☐ Manager directed work through break
- ☐ Other (please specify below)

Detailed explanation of circumstances: *

Section 6: Manager Awareness

Was your manager aware of the break exception at the time?

- ☐ Yes - manager directed the exception
- ☐ Yes - manager was informed at the time
- ☐ Yes - manager was informed after the fact
- ☐ No - manager was not aware

If yes, how and when was manager notified?

Section 7: Employee Consent

Under most awards, employees can agree to vary break arrangements. Please indicate:

- ☐ I agreed to modify/skip my break voluntarily
- ☐ I was directed to modify/skip my break by my manager
- ☐ I did not consent but felt I had no choice due to workload
- ☐ Not applicable

Section 8: Compensation / Make-up Arrangement

How should the missed/shortened break be compensated?

- ☐ Make-up break later in the shift (already taken)
- ☐ Make-up break on another day

- ☐ Payment for unpaid break time worked
- ☐ Overtime payment for break time worked
- ☐ Early finish to compensate
- ☐ Time in lieu
- ☐ No compensation required
- ☐ Other arrangement (please specify)

Details of compensation arrangement:

Section 9: Employee Declaration

- I confirm that the information provided in this form is accurate.
- I understand that I am entitled to breaks under my award/agreement.
- I have reported this exception to ensure proper record-keeping.
- I understand that repeated exceptions may be reviewed for systemic issues.

Employee Signature

Signature: _____

Date: _____

Section 10: Manager Review

- ☐ I confirm this break exception occurred as described
- ☐ Compensation arrangement agreed and actioned
- ☐ Exception recorded for compliance purposes
- ☐ Follow-up action required (staffing, workload review)

Manager notes:

Manager Signature

Manager Name: _____

Signature: _____

Date: _____

Section 11: Payroll Processing (Office Use)

Date Processed

Processed By

☐ Payment adjustment made

☐ Time in lieu recorded

Reference Number

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