

BREAK PERIODS

The Library recognizes the need for employees to receive sufficient rest periods during the work day and shall provide break periods in accordance with all applicable laws.

For the purpose of this policy, "consecutive hours" is defined as a shift worked exclusive of breaks. For example, a work shift of 9:00am to 5:00pm equates to eight (8) consecutive hours.

Fifteen Minute Breaks:

Fifteen minute breaks are afforded to employees as a privilege and are not to be considered entitlements. These breaks are paid, therefore employees are not to punch out for them. When granted, fifteen minute breaks are to be taken as follows:

- Employees who work at least four consecutive hours but less than eight consecutive hours in a day are afforded one fifteen minute break.
- Employees who work at least eight consecutive hours or more in a day are afforded two fifteen minute breaks.

Meal Breaks:

In addition to the fifteen minute break periods, employees who work at least six consecutive hours in a day must take a meal break. A meal break period for employees working at least six but less than eight consecutive hours in the day shall be one half of an hour. A meal break period for employees working eight consecutive hours or more hours in the day shall be one full hour. Meal period durations may, occasionally and upon need, deviate from these limits with permission of the employee's department head or supervisor. However, the minimum meal break must be one half of an hour. Meal periods are not considered paid work time. Employees must be punched out or "off-the-clock" during these breaks.

Break Table:

The following table is provided to illustrate the above procedures:

<u>Consecutive Work Hours</u>	<u>Break Schedule</u>
0.25 - 3.75	No Break
4.00 - 5.75	One Fifteen Minute Break
6.00 - 7.75	One Fifteen + ½ Hour Meal Break
8.00 -	Two Fifteens + Full Hour Meal Break

Break Schedules:

Break schedules are to be arranged by the department head or supervisor in accordance with the needs of the department. All breaks should be taken at balanced intervals throughout the work day and may not be combined or used to compensate for late arrival or early departure.

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