



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 527
VERSION: 1

SUBJECT: BREAK AND LUNCH PERIODS

POLICY:

Each eight-hour shift shall include, a thirty (30) minute lunch period, two 15-minute breaks, scheduled during each half of the assigned shift. During the breaks and lunch, employees shall be relieved of all duties and may leave their immediate work locations but must remain within general area as prescribed by Management.

PURPOSE:

To define the times and durations of the breaks and lunch period.

PROCEDURE:

Each employee is required to take two rest periods and a lunch break for every 8 hour shift worked. The first break will begin at 0900hrs and the second at 1400hrs, break periods will be 15 minutes long,. The lunch period and will begin at 1130hrs and will be 30 minutes long. The breaks and lunch period are mandatory and shall begin and end ON TIME, even if the employee is not on the facility grounds. If an employee is not able to take their break or lunch on time, they are to notify the Facilities Office, as soon as possible. Employees are allowed to leave the facility grounds for their lunch period. If they do so, they must clock “out” at the beginning of the lunch period and back “in” at the end, using their time card and an approved time clock.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 11/25/2013	Original Date: 10/01/2013
Reviewed: 04/11/2016	Next Review Date: 04/11/2017
Supersedes:	