
SUBJECT: REST BREAKS (STAFF ONLY)

1.0 POLICY

- 1.1. Staff employees are allowed one 15-minute rest break during the first four hours of work and another 15-minute break during the second four hours of work.
- 1.2. The responsibility for scheduling break periods rests directly with the supervisor. The 30 minutes allotted for break time may not be used to lengthen lunch hours or shorten working days, unless approval is given by the President or designee.
- 1.3. Rest periods should not be used to cover late arrivals or early departures, nor may they be accumulated for vacation or other time off.
- 1.4. Abuse of break periods will result in disciplinary action by the supervisor.