

## **Title: Breaks and Meal Periods Policy**

**Effective Date:** 5/20/2019

**Policy:** It is the policy of the company to provide breaks and meal periods following the parameters listed below. The company does not offer other designated break periods. You are allowed to leave your work area when necessary for restroom breaks and water breaks as needed. You must take a meal break on days that you work more than 6.5 hours. Meal breaks are scheduled by management. Unless otherwise specified, you will have a 30-minute unpaid meal break. Longer breaks, up to one hour, are sometimes scheduled pending upon the department that you work in. You are not required to remain on company premises during unpaid meal breaks. 15 Minute Breaks are allowed for every 4 hour shift that you work. If you work 4 hours you receive one 15 minute break. If you work 7 hours - you receive one 15 minute paid break. If you work 8 or more hours than you will receive two fifteen minute paid breaks. Timing of the breaks must be at the approval of the department manager so as not to be at peak times and be disruptive to customer service.

**Procedures:** All employees are expected to follow the lunch break schedules and guidelines for their department. Generally, lunch breaks are scheduled approximately half-way through the shift. For your convenience, the company provides lunchrooms microwave ovens, and refrigerators. If you bring a lunch, be sure it is clearly identifiable as yours before putting it in one of the refrigerators. If you are purchasing items for lunch/ break it must be paid for after you punch out for lunch break and before you consume it. You are encouraged to eat in the company lunchrooms or break areas. Conference and meeting rooms should not be used as a lunch or break area. Working through a designated meal period does not permit you to leave early at the end of the day. If working through a meal period results in unauthorized overtime, you may be subject to disciplinary action.

**Using the lunchrooms:** Please help keep the lunchrooms clean and orderly. Make sure that any equipment you use, such as the microwave oven, is cleaned and ready for use by the next person before you leave the lunchroom area. Always dispose of garbage and aluminum/metal cans in the proper receptacles. The refrigerators in the lunchrooms are to be kept clean by those who use it. Signs are posted in advance to advise you to remove any leftovers prior to the cleaning date.

**Additional Information:** Smoking is allowed only during an employee's authorized break and meal break, and only in designated smoking areas. Smoking at other times during the work day is prohibited. Employees who violate the policy will be subject to disciplinary action, up to and including termination.