

Meal and Rest Break Periods

OVERVIEW: This policy defines the meal and rest break periods provided to employees.

SCOPE: This policy applies to all employees working both on-site and remotely who meet the criteria listed in provisions.

PROVISIONS:

Rest breaks

Rest breaks are to be no longer than 15 minutes. Employees are not required to take a break, but the library encourages it for health and well-being. An employee working 4 hours or more is eligible for one rest break. An employee working 8 hours or more is eligible for two rest breaks. Employees working in the public service areas are asked to assign replacement coverage and provide this information to the manager before taking a break.

Meal breaks

In addition to rest breaks, employees working six hours or more are eligible for a 30 minute meal break. Meal breaks for employees who remain on-site while on break are considered as on the clock (paid) time. Employees who use the electronic time clock are expected to clock out when they leave the building for break periods and clock in upon return. Employees working remotely are expected to clock out for a meal break when working six hours or more. Meal breaks taken off-site by full-time employees who do not use the electronic time clock are considered as unpaid time. Longer unpaid break periods for on-site employees require manager approval.

PAID BREAK PERIODS:

1. Four hours - 15 minutes rest break
2. Six hours or more - 15 minute rest break; 30 minute meal break
3. Eight hours or more - Two 15 minute rest breaks; One 30 minute meal break

Note: Rest and meal breaks may be combined into one longer break with manager approval.