

## Sample Break & Lunch Policy

*[ABC Company] provides full and part time employees with rest breaks and lunch breaks to ensure you're able to remain productive at work. These breaks can be used for any reason such as restroom use, smoking (in designated areas only), coffee breaks, meal or snack breaks, telephone breaks, or short naps. We provide two kinds of breaks, and a break room for you to use.*

### **Rest Breaks**

*Rest breaks are to be no longer than 15 minutes. You are not required to take a break, but we encourage it for your health and well-being. Here's how it works:*

- *Breaks are offered 2 times a day for full time employees who work 6 hours or more daily.*
- *They are offered only once a day for part time employees who work 5 hours or less daily.*
- *Rest breaks are on the clock, meaning you don't have to clock-out for a rest break.*
- *Breaks can be taken any time after your first 2 hours on the job on a given workday.*
- *Employees are to remain in the building or on the property during their rest break.*
- *It is recommended employees use the break room rather than remain in the work area, so as not to cause a distraction to other workers not on break.*
- *Please notify your supervisor when a rest break is needed to ensure work is covered while you're on break.*

### **Lunch Breaks**

*Lunch breaks work similarly to rest breaks except that they are 1) longer than rest breaks, and 2) the amount of time that you're on a lunch break is not paid time.*

*With supervisor approval, employees are allowed to choose the amount of time they take for lunch, between 30-60 minutes. Here's how it works:*

- *Employees who work 6 or more hours a day are provided a lunch break.*
- *Part time employees or those who work 5 hours a day or less, do not get a lunch break.*
- *Employees who work over 10 hours in one shift are allowed to take two lunch breaks.*
- *You must clock out and/or record your lunch break as unpaid hours on your timesheet.*
- *Lunch breaks are typically taken after the first 3-4 hours on the job, depending on your schedule. Work with your supervisor to determine the best time to take your lunch break.*
- *You are encouraged to leave the property for your lunch break, but you are also welcome to use the lunch area or outdoor picnic area for your lunch break.*

### ***Emergency Breaks***

*We understand there are times when an employee has an emergency, such as when they feel ill, or have to take an urgent phone call. Talk to your supervisor in these situations so that your emergency can be accommodated.*

### ***Break Time Policy Violations***

*While our break time policy is generous, breaks will be monitored to ensure that work does not suffer. Therefore, we reserve the right to discipline any employee found abusing our break time policy by, for example, taking too many breaks, taking breaks that are too long, disturbing staff that are not on break, or abusing the use of emergency break time.*