

## **Break Times (Lunch and Rest Periods)**

Staff employees scheduled to work a full day will be permitted a thirty (30) minute unpaid lunch period. The scheduling of the lunch period will be based on departmental needs/hours of operation and communicated by supervisors. Employees will be notified of any change to the scheduled lunch period by their supervisor with as much notice as possible. Employees are eligible for a fifteen (15) minute paid break period for every four (4) consecutive hours worked. If the employee does not take an earned break during that timeframe, it can be combined with the one-half hour of unpaid lunch to extend the lunch period to a maximum timeframe of one (1) hour. Employees are expected to keep within the timeframe afforded for such break periods.