

Rest Periods (Breaks)

Date

7/16

Item

D.3

Department heads and supervisors are authorized to permit reasonable rest periods during the workday. A reasonable rest period should not exceed a 15-minute break during each half day of work.

Rest periods should be taken at a time and in a manner which does not interfere with the efficiency of a work unit. Where more than one employee is assigned to a work area, breaks should be arranged so work areas are not left unattended. The rest period is intended to be followed and preceded by a work period. It cannot be used to cover late arrivals or early departures from work. Rest periods do not accumulate if not taken.