

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR30.08

SUBJECT: BREAK PERIODS

DATE REVIEWED/REVISED: 2/95, 11/98, 3/16, 11/18, 01/20

POLICY STATEMENT:

Each employee is required to take a fifteen (15) minute break in any four (4) hour period of work.

The following conditions shall apply to breaks:

1. A break is limited to fifteen (15) minutes.
2. An employee's break will be taken at a time approved by the Department Manager.
3. The break will not conflict or interfere with the department operation.
4. Break periods may not be combined with meal times.
5. Break periods are computed as work time for pay purposes. Therefore, employees are not permitted to leave RVCC property during such time.
6. Employees who choose to remain at work or who may be unable to take a break will not be permitted to leave work before their scheduled work hours normally end.
7. The employee is expected to return to work immediately should an emergency arise.