Employee Breaks Policy

SCOPE
This Employee Breaks Policy (hereinafter referred to as “this Policy”) is effective (date) __________ and supersedes any previous policies and/or practices applying to rest and meal breaks during working hours.

The provisions of this Policy apply to all employees of (Company Name) __________________________ (hereinafter referred to as “the Company”).

PURPOSE
This Policy ensures that the Company provides its employees with rest and meal breaks to ensure they can remain productive at work.

POLICY
We highly value the health and well-being of our employees and want to provide them with the opportunity to take of their needs during the workday.

Our employees can take the following breaks during their working hours:

REST BREAKS
Our full-time employees who work 6 hours or more daily can take two paid rest breaks during their working hours. Part-time employees working 5 hours or less can use a rest break once daily.

A rest break should not last more than _____ minutes.

You are not obliged to take a break, but we strongly recommend it for your health and well-being.
Employees can take breaks any time after the first 2 hours of work. Before taking a break, notify your manager to ensure work is covered.

As these breaks are paid, they count in towards your standard and overtime hours. You don't have to clock out when taking a rest break.

During rest breaks, try not to cause a distraction to other workers who are not on break.

**MEAL BREAKS**
Employees who work more than _____ hours per day can take one _______ minutes meal break.

The meal break should occur within _________ from the beginning of their work day. Employees who work longer than _________ per day can take a second meal break.

We advise you to talk to your manager and determine the best time to take your meal breaks.

For certain positions, we may need to create a schedule for meal breaks so that it doesn't negatively impact the Company's operations.

Part-time employees or those working 5 hours a day or less do not get a lunch break.

Time spent on meal breaks is not paid time; it doesn't count towards your standard or overtime working hours.

You are not expected to work during your meal break. If, in any case, you perform any work task during the break or you are obliged to stay at your workplace for a work-related reason, you will be compensated at a standard work rate.

**RESTROOM BREAKS**
Employees can have reasonable toilet breaks whenever they need.

**HEALTH ISSUE BREAKS**
If an employee has a health issue regulated by the Americans with Disabilities Act, the Company will do its best to provide "reasonable accommodation" for such an employee to tend to their health needs.

If you have such an issue, discuss it with your manager.
**UNFORSEEN BREAKS**
The Company is quite aware that sometimes unforeseen events occur, and you may need a break to manage them. In such cases, consult with your manager for a break. If you think that you will need a break that will last more than _____ minutes, ask your manager for partial paid time off or sick leave.

**POLICY VIOLATIONS**
While we want our employees to have an opportunity to rest and recharge during the working day, we will monitor the use of breaks.

If we determine that an employee is abusing our Employee Break Policy, we reserve the right to discipline them.

By abuse, we consider:

- Taking breaks that are too long.
- Taking too many breaks.
- Abusing the unforeseen or health issue break time.

**POLICY CHANGES**
*(Company Name)* ______________ has the right to modify or terminate this Policy at its sole discretion due to legislative changes or other reasons.

Date: ______________

Employee’s signature: ______________