



REST PERIODS

PM-62-03

Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

POLICY

Divisions may grant their employees two rest periods during each regularly scheduled work day. The rest period is intended as a recess to be preceded and followed by a work period. Therefore, one rest period may be allowed in the morning and the other in the afternoon for a period of time not to exceed 15 minutes each.

The rest period is an employee's privilege and not an employee's right. Therefore, when given, the rest period must be taken at such time so as not to interfere with the operation of the work unit. It is the responsibility of the immediate supervisor to schedule the time of the rest period.

If an employee chooses not to take advantage of the given rest period, such time shall not be accumulated to allow for late arrival or early departure, nor shall it be added to lunch periods or any other type of leave.

Federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week and considered in determining if overtime was worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be subject to discipline.