

**Meal “Lunch” and Rest “Break” Periods
 for all Hourly, Non-Exempt Employees**

Hours Worked (excludes 30-minute Lunch Break)	Meal & Rest “Break” Periods
<u>Less than</u> 3.5 hours worked	No meal or rest “break” period
3.5 to 4.9 hours worked	15-minute rest “break” period
5.0 to 5.9 hours worked	30-minute meal “lunch” period + one 15-minute rest “break” period
6.0 to 10.0 hours worked	30-minute meal “lunch” period + two 15-minute rest “break” period

Rest “Break” Periods: A 15-minute break is offered for every four hours worked. The break should be taken in the middle of the four-hour work period.

Meal “Lunch” Periods: Hourly employees will be scheduled to take a minimum 30-minute lunch break when working more than a five-hour shift. The lunch break should be taken in the middle of the work shift, or begin no later than the end of the fifth hour of work.

- An employee may not skip lunch and leave early and count it as a lunch.
- Breaks and lunches may not be combined.
- Breaks and lunches should be scheduled in the middle of the shift.
- An employee that works over six hours is required by law to take a minimum 30-minute lunch break. Any employee that does not take their scheduled lunch break after working over six hours may be subject to disciplinary action.