

WORK BREAKS

- **Lunch:** Employees working more than six hours per day are generally allowed a half-hour to one-hour lunch break at the approximate midway point of their work day. The time allotted for lunch breaks is determined by the supervisor and includes any travel time to and from the work site. The lunch break is in addition to normal working hours and is not considered time worked for pay purposes. Employees working in emergency services are considered on duty for their full shift, whether or not they are able to take a lunch break.
- **Rest Breaks:** Each department determines its own policies for rest breaks. Depending on the workload for that particular day and as authorized by their supervisor, employees may be allowed a rest break of 10 to 15 minutes at the approximate midway point of each 4 or 5 hour period. These breaks should be taken at a time that does not interfere with assigned duties as determined by the supervisor. Rest breaks may not be accumulated if they are not taken and may not be used to shorten the normal work day or extend the lunch break.
- In accordance with the **Workplace Accommodations for Nursing Mothers Act**, employees must be given reasonable break time each day to express breast milk for her nursing child for up to two years after the child's birth. If the time needed to express breast milk each day exceeds the amount of time given for rest breaks, the supervisor should work with the employee to allow flex time during the day or usage of annual leave. The employee can check with her supervisor or Human Resources for information on a room or other location in close proximity to the work area that is available for this use.

Check with your supervisor for information concerning work breaks in your work unit.