

Rest and Meal Breaks

Non-direct care employees working for six or more consecutive hours are allowed one 30-minute paid meal break. The meal break will be unpaid if the employee leaves the premises or is unavailable for work for a duration of time longer than 20 minutes. The meal break will otherwise be paid if the employee remains on the premises and remains available for work. Non-direct care employees are allowed one paid rest break of at least 15-minutes during each four consecutive hours of work to utilize the nearest convenient restroom.

Direct care employees working for six or more consecutive hours are allowed a 30-minute paid meal break where they may participate in the meal served to the person(s) being served. The employee must remain on the premises and remain available during their paid meal break to respond to emergencies. Direct care employees are allowed one rest break of at least 15-minutes during each four consecutive hours of work to utilize the nearest convenient restroom on the premises but direct care employees must remain available during this time to respond to emergencies. Proper judgment should be used to ensure that persons receiving services are properly supervised at all times.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time not company work time.

Employees should clock out if leaving the worksite and/or unavailable for work for a break or meal period and clock back in when they return and/or begin work.

Employees who do not adhere to the break policy may be subject to disciplinary action, including termination.