

POLICY NAME BREAK PERIODS

POLICY NUMBER 2.3.7

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/22/18

ACCEPT (Y/N): Y

Ice Sports Center (ISC) employees are afforded one 15-minute break period for every four hours worked. In the case of an eight hour shift (or more), an employee would have two 15-minute breaks. These may be combined into one 30-minute break with the approval of their supervisor or manager based on Facility activity. 15 minute break periods may NOT be split into smaller segments. Additional breaks for smoking or other such personal business during work hours are not permitted.

Break periods are scheduled by each employee's supervisor or the Manager on Duty to ensure that the employee's position and duties will be covered during periods of rest and meals. Managers or Supervisors who do not schedule employee breaks according to policy will be subject to disciplinary action.

Paid break periods are a privilege granted to employees by the ISC, and may not be added to meal periods or used to compensate for late arrival or early departure. In the event an employee does use his break periods to either arrive late or leave early from work, such action shall be grounds for dismissal, as such periods are considered forfeited if not used at the prescribed time.

Employees who, for health reasons, must eat at special intervals, should notify their supervisor and must provide written physician verification.

Employees must clock in and out for any break period during which they leave the facility grounds.