



## ASPIRUS, INC.

Passion for excellence. Compassion for people.

**FINAL**

Policy ID: 6076 Replaces: 07-68-220 (9/5/01); 01-92-418 (10/11/06);  
07-68-908 (6/17/02); 07-41-112 (6/1/07)  
Effective Date: 10/21/08, 8/21/08 Proposed By: Compensation Team  
Document Type: Policy/Procedure Responsible Dept: 084

Committee/Dept. Approval & Date: HRP 08/21/08; Aspirus-wide HRP 10/21/08.

---

### **SUBJECT: MEALS AND REST BREAKS**

---

#### PURPOSE:

TO ESTABLISH GUIDELINES WITHIN WHICH TO REGULATE REST PERIODS WHILE WORKING AT ASPIRUS.

#### AREAS AFFECTED:

All Employees (with exception of Doctors Clinic)

#### POLICY:

- I. Meal Periods
  - A. The Supervisor will schedule timing of meal periods. This schedule may be changed to conform to necessary work schedules or to relieve overloaded cafeteria facilities.
  - B. Except in emergency situations, employees shall have a 30 minute unpaid meal period during a 6 or greater hour shift. **Per Department of Labor statutes, for minors under the age of 18, the meal period is mandatory.**
  - C. Meals may not normally be eaten at one's work area. However, in certain specialized areas when it is not practical for the employees to leave the area, meals may be permitted in a designated area approved by the Supervisor.
- II. Rest Breaks
  - A. Employees may receive one (1) 15 minute break period during each 4 consecutive hours worked, work load permitting. Rest breaks are not guaranteed.
  - B. Paid rest breaks may not be used to shorten a shift or to extend a lunch period. Where applicable, field staff are required to use any time lapse in assignment less than thirty (30) minutes as their rest break. The immediate supervisor must approve any exception to this.
  - C. Paid rest breaks should be taken in the cafeteria or a designated area approved by the Supervisor. Employees must remain on campus at all times while on paid rest break. Employees leaving the premises for an unpaid break must clock out.
  - D. The times of day the rest breaks should be taken will be the responsibility of the Supervisor, the intent being that the effectiveness of the department and the maximum quality of patient/customer care be insured and that the refreshment facilities be used

most advantageously.

- E. Eating or drinking while walking in the corridor or riding in the elevator is prohibited.

III. Lunch Periods as Hours Worked for Hourly Employees

- A. To count a lunch period as hours worked when an employee works during a lunch period.
- B. Each employee covered by this policy is intended to have an unpaid, uninterrupted lunch period of 30 consecutive minutes. If this is not possible on a work shift of 6 or more hours in length, the Supervisor must have approval from the Department Director. If approval is obtained, the employee will then be paid one half hour's time.
- C. The lunch period time includes pre- and post-lunch time, travel time to and from the lunch eating location, as well as actual eating of lunch, etc. as part of the 30 minutes excused from duty.
- D. Each affected employee is responsible to be absent from duty only for the 30 minute time period, whether or not a co-worker is waiting for the employee's return to go to lunch or assist the co-worker in work activity.
- E. Employees who claim interrupted lunch periods will be required to report the interruption to their Supervisor.

PROCEDURE:

- I. Employees are expected to take 30 minutes for lunch each day if their work shift is 6 or more hours.
- II. Employees should not perform any work during their lunch period or ask their co-workers to perform work while co-workers are at lunch. However, if at any time an employee performs work during lunch, the employee must record no lunch at the end of the shift. Refer to the Registering at the Badge Reader section of the timekeeping manual for a list of special codes for additional information regarding special codes.
- III. Employees who are not able to take a lunch period due to patient/customer care must record no lunch at the end of the shift. Refer to the Registering at the Badge Reader section of the timekeeping manual for a list of special codes and for additional information regarding special codes.

AUTHOR(s):  
Roger Lucas  
Vice President of Human Resources  
10/21/08

mjd/smg/vla-p