

POLICY 423 MEALS AND BREAK PERIODS

1. **Purpose.** To provide employees with regular meal and break periods throughout the normal workday. Department Heads and exempt supervisory staff are exempt from this policy and will take meal breaks as they fit within their schedule.
2. Meal Periods.
 - 2.1 Absent Department Head (or designee) approval, meal periods are required and must be scheduled within the designated meal period.
 - 2.2 The designated meal period for all business offices should normally occur during the period of 11 a.m. to 2 p.m.
 - 2.3 The duration of meal periods are determined at the time the employee's work schedule is set. A meal period is not considered part of paid work time and is not included in reporting the number of hours worked.
 - 2.4 Employees must cooperatively arrange meals periods so that service is not disrupted.
 - 2.5 Employees scheduled to work six hours or less are exempt from the required meal periods.
 - 2.6 Employees may work through a meal period to make up lost work time or in order to leave work early with supervisor approval.
 - 2.7 Meal periods must not be less than one-half hour in length.
 - 2.8 Meal periods will not be included in hours worked, except when the job requires that the employee remain on duty or is attending an off-site training that is at least six (6) hours in duration as outlined in Policy 511 Training and Development.
3. Break Period.
 - 3.1 Employees may leave their workstation for a break period of no more than fifteen (15) minutes duration during each half of an eight-hour work shift, except when the job requires that the employee remain on duty.

POLICY 423 LEAVES – MEALS AND BREAK PERIODS

Effective Date: January 1, 2012

Revised Date: July 2012, July 2016, December 2018

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- 3.2 Employees who miss a break period may not take an extended meal period, arrive at work later than the normal starting time, or leave work before the normal quitting time.
 - 3.3 Unused break periods cannot be accumulated for use at a later date.
4. Scheduling Meal and Break Periods.
- 4.1 Department Heads or their designees are responsible for scheduling meal and break periods to ensure that adequate staff coverage is provided.

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