

BREAKS AND LUNCH PERIODS:

Full time employees are entitled to be paid for two (2) fifteen (15) minute breaks per 8 to 10 hour day. Full time employees may choose to take their lunch breaks off-site for up to 1 hour, unpaid. Anyone leaving the premises for a break or lunch period must clock out, and give notice so that this absence can be planned for in the schedule.

Part time employees' breaks will be determined by the number of hours worked in a day:

4-6 working hours = 1 paid 15 minute break

More than 6 hours = 2 paid 15 minute breaks

Breaks will only be paid if the employee remains on site and available to work if needed. If an off-site or extended break period is needed the employee must get permission for this absence in advance from the supervisor. Anytime an employee leaves the library premises for reasons outside of library business he or she will be required to clock out.

Breaks may not be taken during the first or last hour of a scheduled work period, during busy times, or when taking a break would mean leaving the circulation desk unattended.