

### **WORK AND LUNCH BREAKS**

Employees are encouraged to take a short break from time to time to relax and refresh themselves. An employee may take up to two paid 15-minute breaks, one in the middle of the first half of the work schedule and one in the middle of the last half if the employee's work schedule and workload permits. Smoke breaks should be included in the allotted time for work breaks. Flexibility regarding breaks must be discussed in advanced with the supervisor. A workbreak may not be combined with a lunch break.

Employees must be provided a minimum 30-minute unpaid meal period in each shift exceeding five hours when there are two or more employees on duty. Employees must be completely relieved of their duties during the meal period, and free to leave the office. Employees may waive their right to a meal period upon agreement with the office supervisor. A supervisor will not enter into such an agreement if it will result in the office being un-staffed during regular office hours, absent rare and exceptional circumstances.