

# DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Rest Periods**

**ADMIN 1-225**

**BOARD**

**SECTION: 200 – Employment Policies**

**Approved: 03/22/12**

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## **POLICY**

Library employees are permitted one (1) fifteen (15) minute paid rest period for each four (4) hours worked per day.

Rest periods may not be added together to make a thirty (30) minute rest period, nor can the rest time be added to a meal break, used to postpone the employee's arrival time or accelerate a departure time. Rest periods may not be used to make up time missed from regularly scheduled working hours nor used in lieu of paid time off.

## **PROCEDURE**

Employees who work a shift of four (4) to six (6) hours may take one (1) fifteen (15) minute rest period. Employees who work a shift of seven (7) or more hours may take two (2) separate fifteen (15) minute rest periods.

### **Meal Break:**

Normally, a one (1) hour unpaid meal break is scheduled for any shift of more than six (6) consecutive hours. A thirty (30) minute unpaid meal break may be granted by the supervisor for special circumstances.