

## **REST, MEAL & BREAK PERIODS**

### **REST PERIODS**

All employees who work a regular workday are provided two 10-minute rest periods, where you are relieved of all duty, one in approximately the middle of each half shift. Rest periods may not be combined, used in conjunction with the meal period, or saved for use at the end of the day. You are required to take the rest periods but you are not required to clock out. If you are unable to take your rest period, you must notify management so that the situation can be remedied.

No rest period need be taken when your total daily work time is less than three and one-half (3½) hours worked.

### **MEAL PERIODS**

You will receive a meal period of not less than thirty (30) minutes during any work period of more than five (5) hours. When a work period of not more than six (6) hours will complete your day's work, you do not have to take the meal period.

During meal breaks, employees are relieved from duty and should not eat at their desks or work stations. If you are unable to take at least 30 minutes of uninterrupted time for your meal period, you must notify management so that the situation can be remedied.

Employees who might be interrupted during their meal period, or where the nature of their work prevents them from being relieved of all duty, may, by a voluntary written agreement, be provided an on-the-job paid meal period. Any such written agreement may be revoked at any time.

### **LACTATION BREAKS**

The Company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. If possible, the break time should be taken concurrently with other break periods already provided. If this time does not run concurrently with normally scheduled rest periods, employees should clock out for this time and such time will be unpaid. The Company will also make a reasonable effort to provide the employee with the use of a room, or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify their immediate supervisor if they are requesting time to express breast milk under this policy. The Company does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.