



LUNCH AND BREAKS

The District recognizes the importance for an employee to take a break from normal position duties. This may be accomplished through a thirty (30) minute, duty-free lunch break, and, whenever possible, fifteen (15) minute rest breaks.

Direct supervisors/principals will schedule lunches and/or breaks in order to properly plan the work of District employees and commensurate with the number of hours employees work during the work day.

Breaks cannot be used to make up lost time due to absences or tardiness nor can they be “saved” and used as vacation or as a reason to start late or leave early. If a break is not utilized, such break may not be taken during a subsequent work period.

Employee Group	Break(s)	Lunch Period
Management Staff	Exempt employee; no stipulation	Exempt employee; no stipulation
Teacher	Exempt employee; no stipulation	30 minute paid, duty free
Non-certified staff <ul style="list-style-type: none"> • 7 - 8 hours/day • 3.5 – 6.9 hours/day • < 3.5 hours/day 	<ul style="list-style-type: none"> • 2, 15-minute paid • 1, 15-minute paid • Not provided 	<ul style="list-style-type: none"> • 30 minute, unpaid, duty free • 30 minute, unpaid, duty free may be scheduled • 30 minute, unpaid, duty free may be scheduled

Reference: *Board Policy 3700* Fair Labor Standards Act (FLSA)

Wisconsin Statute: §118.235

Wisconsin Labor Standards Laws