

ARTICLE 19: REST & MEAL PERIODS

Under normal circumstances, each employee who works six (6) or more consecutive hours per day shall be entitled to an uninterrupted meal period of at least thirty (30) minutes and not more than one (1) hour. Such meal period shall be:

1. ~~a~~**A**s scheduled by the employee’s supervisor and be as close to mid-shift as practical.
2. ~~w~~**W**ithout pay and shall not be credited as time worked for any purpose.

Hourly employees are entitled to a paid fifteen (15) minute rest period for every four (4) hour segment or major portion thereof of the employee’s paid work period. A “major portion” of four hours means any segment greater than two (2) hours. For paid work periods:

1. Less than two (2) hours, no rest or meal period will be given.
2. Over two (2) hours but less than six (6) hours, one fifteen (15) minute rest period will be given.
3. Six (6) hours, one (1) break and one (1) meal period will be given.
4. Over six (6) hours, two fifteen (15) minute rest periods and one (1) meal period will be given.

Employees scheduled for split shifts will receive rest and meal periods based on the total amount of hours scheduled for an eight (8) hour work day.

Number of ~~R~~**r**est and ~~M~~**m**eal ~~P~~**p**eriods required based on length of work period:

Length of work period	Number of rest periods	Number of meal periods
2 hours or less	0	0
2 hours, 1 min – 5 hours, 59 mins	1	0
6 hours	1	1
6 hours, 1 min – 10 hours	2	1

Exempt employees are exempt from rest and meal periods as provided for hourly employees.