

SUPERINTENDENT'S REGULATION 9710-R

MEAL BREAK REQUIREMENTS



Approved Upon Superintendent's Initials

10-10-2014

Date

Pursuant to New York State law, employees working longer than six (6) hours in a day must take meal breaks in accordance with the following guidelines:

- Employees who work longer than six (6) hour shifts that begin before 11:00 a.m. and continue until after 2:00 p.m. must take a thirty (30) minute meal break between the hours of 11:00 a.m. and 2:00 p.m.
- Employees whose shifts begin before 11:00 a.m. and continue after 7:00 p.m. are entitled to an additional twenty (20) minute meal break between 5:00 p.m. and 7:00 p.m.
- Employees who work more than six (6) hour shifts beginning after 1:00 p.m. are entitled to a meal break sometime near the mid-point of the shift.
- Employees who work six (6) hours or less in a day are neither entitled nor required to take a meal break for that day.

During required meal breaks, employees shall be completely relieved of all work-related duties and may not be called upon to perform any work. The District will provide all eligible employees with an unpaid meal break as required above (unless a collective bargaining agreement requires differently, in which case the collective bargaining agreement will control). Should you not receive an uninterrupted meal break or miss your meal break, please notify your supervisor immediately.

The same laws that provide for required meal breaks also forbid employees from routinely working through meal breaks in order to leave early or shorten a shift. Therefore, the District will only allow employees to work through a required meal break in order to leave early for an appointment with written approval of your supervisor, and only on an occasional basis.

It is the responsibility of every employee to comply with this Regulation. Failure of employees to follow the meal break requirements in this Regulation will be grounds for discipline of the employee.

It is also the responsibility of every supervisor to ensure that his/her employees are taking meal breaks in accordance with this Regulation. Failure to enforce the meal break requirements in this Regulation will be grounds for discipline of a supervisor.