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| Meal and Rest Breaks | **Last Revision:** | May 2020 |
| **Last Reviewed:** | May 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services * Palliation Choices |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

### PURPOSE

This policy is intended to support the state requirements regarding meal and rest/breaks, as well as individual business practices that define breaks. Additionally, this policy is intended to promote a productive and safe work environment.

### POLICY

This policy applies to all active non-exempt employees. THA Group provides rest and meal periods using the following criteria:

**Employees Who Work At Least Eight (8) Hours:**

* Two paid, 10-minute rest periods per workday.
* One unpaid meal period per workday of at least 30 minutes in length.

**Employees Who Work At Least Six (6) Hours:**

* One paid, 10-minute rest period per workday.
* One unpaid meal period per workday of at least 30 minutes in length.

**Employees Who Work At Least Four (4) Consecutive Hours:**

* One paid, 10-minute rest period per workday.

Employees have the flexibility to take their meals and rest periods at their discretion, following the guidelines listed above. To the extent possible, rest periods are to be take in the middle of work periods (e.g., mid-morning and mid-afternoon for 8-hour per day employees; after 2 hours of work for 4-hour per day employees).

Employees are not compensated for meal periods and must be relieved of all active responsibilities and restrictions during meal periods.

Employees should not be absent from their workstations beyond the allotted rest or meal period time and cannot forego rest or meal periods and apply this time to paid time off.

### PROCEDURE

1. Leadership shall make employees aware of the meal and rest/break practices that exist within their specific business groups.
2. Rest breaks (other than meal periods) need not be recorded in the Timekeeping System.
3. Meal periods must be accurately recorded in the Timekeeping system.
4. In certain areas where specific scheduled meal-times are established and strictly adhered to for business reasons, non-exempt employees are reminded about the effects of late returns from meal breaks.
5. Employees should consult with their leaders if they have questions about the meal or rest/break practice..