

Meal and Rest Policy

Lunch and Break Policy

_____ has a firm policy to provide regular breaks for rest and lunch for employees throughout the workday.

Employees who work ____ hours per day will receive a one-hour lunch break, 30 minutes of which will be paid for by the company.

Employees who work ____ hours per day will receive a 30-minute, unpaid lunch break.

Employees will receive a paid 15-minute break for every ____ hours worked.

Employee lunches will not exceed one hour unless expressly approved by a supervisor or used for business meetings.

Breaks are intended to allow employees to completely detach from any and all work duties. If an employee is required to do any work during lunch or rest breaks, he or she will be compensated for this time.

For more information, please contact:
