



POLICY: Meals and Break Periods

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| <i>Original Implementation Date:</i> | 8/2016 | <i>Date Reviewed/ Revised:</i> | 4/8/2020 | <i>Area of Responsibility:</i> | Human Resources | <i>Version:</i> | 2 |
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PURPOSE: It is the policy of Sun Health to comply with state and federal laws regarding meals and breaks.

POLICY: All non-exempt team members are permitted a 10-minute rest break for each four-hour work period. Rest breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. At the supervisor’s discretion, both rest breaks may be combined with the lunch period, not to exceed 60 minutes (see below for compensation). Team members who voluntarily work through their rest break periods will not be paid additional compensation.

Compensation

All non-exempt team members who work a five and a half hour day or more are permitted a meal break of 30 minutes off the clock. Team members who work a twelve-hour day or more are permitted two unpaid meal periods of 30 minutes each. Managers have the discretion to authorize a longer meal period according to the scheduled shift or business needs.

Meal breaks (even when combined with rest breaks) are not counted toward worked hours. Team members are to be completely relieved from duty during their meal break. If a team member is required to perform any work duties while on his or her meal break period, the team member must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

Enforcement

Team members who fail to return on time from breaks or lunch will be subject to disciplinary action. Team members will be paid for hours worked, so extended meal periods will not be compensated.

RELATED POLICIES: *Non-Exempt (Hourly) Timekeeping*