



As a privilege, full-time employees are allowed up to one (20) twenty minute break per four hours of work. Breaks or rest periods are not authorized by state or federal law, or administrative regulations. Therefore, granting breaks is not an employer obligation, nor receiving breaks an employee right. Breaks shall not interfere with work performance. Supervisors may opt not to grant formal breaks because of work load and staff size. Breaks cannot be used at the beginning or end of the day/shift, or in conjunction with a meal break and cannot interfere with core coverage. Employees on breaks must be able to respond to any emergency in a timely manner.

A minimum of half-hour lunch is required daily. Lunch must be taken mid-day.

*References:* 29 CFR §§ 785.18, 785.19; <http://www.dol.gov/dol/topic/workhours/breaks.htm>; KDADS Standard Work Week (Regular Work Schedule) Policy (10.2)