

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 206

Subject: Breaks – Lunch Breaks

1. The lunch breaks will be scheduled so that they will coordinate with their fellow workers. Both salaried and full-time employees are entitled to a one-hour, unpaid break for lunch.
2. All employees will receive two 15-minute paid breaks throughout the day. An employee working a four (4) hour scheduled day will receive a 15-minute break. These breaks are not cumulative and should be taken when time allows so that it does not affect the service provided to the public. Any exceptions are up to the discretion of the administrative staff.
3. It is the responsibility of the employee to coordinate breaks with their fellow workers.
4. Breaks not used on the day they are earned are forfeited.
5. Meals must be consumed out of public view.

ADOPTED: March 13, 2001
REVIEWED: January 10, 2008, June 11, 2015
AMENDED: July 9, 2015