

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.5

Policy Title: Meal Periods and Rest Breaks

CROSS REFERENCE(S):

None



Purpose/Policy

Non-Exempt employees are entitled to a thirty minute unpaid meal period if the employee is scheduled to work six or more consecutive hours. Employees are free to leave the premises during the meal period, unless work duties are required. If work duties are required, the meal period will be paid. Meal periods cannot be combined with breaks, or taken at the beginning or end of the work day.

Rest breaks are not required by law, however, non-exempt employees may take two 15 minute rest breaks as the work schedule allows. Breaks cannot be combined with meal periods and/or other breaks, or taken at the beginning or end of the work day. Rest breaks not taken on one day cannot be carried over into another day.

Should a non-exempt employee wish to be away from their work duties for more than the 30 minute unpaid leave time they should speak with their supervisor about taking appropriate leave time for the additional time they wish to be away or to adjust their schedule accordingly.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diann Kertis

President

[Signature]

Board Chair