

SECTION: Human Resources

NUMBER: A-001-04-0001

AREA: Benefits

UPDATE: 06/01/2018

SUBJECT: Breaks

REVIEWED: 12/14/2022

I. PURPOSE

There is no federal or state law requiring employers to furnish employees with breaks. Rocky Mountain College does observe formal breaks. Breaks, when available, are considered a benefit to the employee and availability is dependent upon work demands.

II. POLICY

- A. All breaks require prior supervisor approval and each employee may take up to two 15 minute breaks within each 7.5 hours worked. Employees who work less than 7.5 hours per day must prorate break periods.
- B. Breaks should provide the employee with a restful period away from their work stations.
- C. Breaks are not an entitlement but rather a benefit the institution provides to assure maximum productivity.
- D. Breaks should be scheduled within a department to avoid closing any particular operation.
- E. No additional compensation is provided for breaks not taken.
- F. The supervisor should be informed when an individual is leaving on break.
- G. An unpaid meal break of 60 minutes is provided to each employee who works more than a six hour shift. Employees are requested to take their fully allotted time and cannot return early unless requested to do so by their supervisor. If the employee is requested to return from a scheduled meal break, the employee shall be compensated according to wage and hour law.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees