

P4516 REST PERIODS

BOARD POLICY:

All classified personnel are allowed a rest period if their regular daily schedule calls for four hours or more of continuous work.

Administrative Implemental Procedures:

1. During rest period employees are free to leave those work stations not requiring continuous attendance.
2. Rest periods are subject to certain restrictions:
 - a. No rest period is to be taken until at least one hour after shift starting time.
 - b. Rest periods are limited to 15 minutes duration.
3. Rest periods may be taken according to the following schedule:

Daily Hours Worked Suggested Rest Periods	Rest Periods for Classified Personnel	
	a.m.	p.m.
8 hours	15 minutes	15 minutes
7 1/2 hours	15 minutes	10 minutes
7 hours	15 minutes	10 minutes
6 1/2 hours	10 minutes	10 minutes
6 hours	10 minutes	10 minutes
5 1/2 hours to 4 hours	15 minutes	-----
3 1/2 hours or less	-----	-----

4. Adjustments in rest periods due to disability or handicap must be verified by a medical doctor and approved by the immediate supervisor.

Administrative Responsibility: Human Resources

Latest Revision Date: July 1994

Previous Revision Date: May 1984 P4516

Reference: *Policies and Procedures for Classified Personnel*