

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.16	PAGE: 1 OF 1
SUBJECT: SIX-DAY WORK WEEK	
DEPARTMENTS AFFECTED: ALL	APPROVED BY:
ISSUED: 8-15-91 REVISED: 7-1-98	EFFECTIVE DATE: 8-15-91

PURPOSE:

To provide adequate rest for employees and to comply with the Illinois Six-Day Week Law.

POLICY:

Each employee is required by Marklund policy and by law to have at least twenty-four (24) consecutive hours of rest in each week in addition to the regular period of rest allowed after the close of each working day.

The only exceptions to this policy are:

- Part-time employees working less than twenty (20) hours in a calendar week.

- Employees who are exempt under the Fair Labor Standards Act (Salaried Professional and Management Staff).

The work week begins on Saturday at 11:00 P.M. and ends the following Saturday at 11:00 P.M.

Department Heads are responsible for assuring that a day off is scheduled for each employee in every week and that employees who have worked six (6) days in a work week are not called in to work the seventh.