

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.17	PAGE: 1 OF 1
SUBJECT: MEAL BREAKS AND REST PERIODS	
DEPARTMENTS AFFECTED: ALL	APPROVED BY:
ISSUED: 5-8-91 REVISED: 7-1-98, 10-01-01	EFFECTIVE DATE: 5-8-91

PURPOSE:

To provide a respite in the course of the day's work which is consistent for all employees.

POLICY:

- I. Lunch/Dinner Breaks
 - A. In compliance with Illinois State Law, employees who work between five and up to eight hours are entitled to a twenty-minute lunch/dinner break. Marklund provides for a thirty-minute paid combo lunch/dinner/break for these employees.
 - B. An employee who is regularly scheduled for a shift that is more than eight hours (i.e. twelve-hour shifts) will receive a thirty-minute paid lunch/dinner break plus a ten-minute break to be scheduled by the employee's supervisor.
 - C. Rest periods and the lunch/dinner break are intended as a respite in the course of the day's work. They may not be taken at the beginning or end of a shift to alter the employee's normal starting or finishing time.