

SECTION 8: REST PERIODS

Two 15 minute rest periods shall be authorized for each employee. A rest period should be taken during each half of the eight-hour shift. Rest periods will be scheduled by the immediate supervisor or department head. Rest periods shall not be taken in conjunction with a lunch break or at the beginning or end of a work shift. Rest periods may not be allowed to accumulate, neither can they be carried over to another day if not used.