



## Administrative Policy


<b>Title: Rest Periods, "Breaks"</b>				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.602	07-10-91 (N/A)	01-03-17		

This Policy had been numbered Policy 200.10. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.10  
 Issued: 07-10-91  
 Revised: N/A

# ADMINISTRATIVE POLICY

<i>SUBJECT:</i>		<i>Page 1 of 1</i>		
<b>REST PERIODS, "BREAKS"</b>				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
200	.10	July 10, 1991		

## POLICY:

Every employee shall be entitled to a rest period or "break" (one in mid-morning, one in mid-afternoon).

## PROCEDURE:

A "break" shall be no longer than 15 minutes; this is from the time the employee leaves his/her work area until he/she returns.

These breaks are not designed for shopping or eating meals, but rather, they are designed to relieve tension and increase productivity by giving the employee a brief period of relaxation.

If the employee does not take his/her "coffee break", this time shall not be accumulated by the employee as extra time off nor shall the employee add this time to his/her lunch hour or allow for an earlier departure time. The rest period is intended solely as a break in the routine so that the employee is more productive while actually performing his/her duties, and therefore employees are to remain at the work site during the rest period.

CITY OF CORONA