



Medina County Policy Manual



Policy: Breaks	Section: Pay Practices	Number: 3.000
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- A. The purpose of break periods is to provide employees with a short respite from normal work activities. Break periods are considered time worked. While break periods are usually scheduled in the middle of each four (4) hours worked, supervisors may schedule break periods at some other time to reflect departmental operating needs.
- B. Eligibility for breaks is dependent on the number of hours the employee is scheduled to work:
 - 1. A daily schedule of six (6) or more hours provides for two (2) fifteen (15) minute paid breaks:
 - a. One (1) fifteen (15) minute break in the first four (4) hours;
 - b. One (1) fifteen (15) minute break in the second half of the shift.
 - 2. A daily schedule of four (4) but less six (6) hours provides for one (1) fifteen (15) minute paid break;
 - 3. A daily schedule of less than four (4) hours provides for no break.
- C. Break periods are not entitlements. Breaks are to be scheduled by and subject to the approval of the supervisor and shall never interfere with the proper performance of the work responsibilities of the department.
- D. Break periods cannot be used to offset work time. If an employee starts work fifteen (15) minutes early, this time cannot be offset by providing the employee an additional fifteen (15) minute break. If an employee starts work late, the time cannot be made up by working through the break period(s).
- E. Break periods cannot be accumulated to be taken together later in the day. Nor can break periods be combined with the meal period to extend the total length of the meal period:

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Example: If an employee works from 8:00 a.m. to 4:30 p.m., he/she can not elect to save the morning break period and add it to the afternoon break period.

Example: If an employee normally works from 8:00 a.m. to 4:30 p.m., with an hour for lunch, he/she may not combine his/her two (2) fifteen (15) minute breaks with the meal period to extend the meal period.