



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Meals and Rest Periods

**THIS POLICY**

Policy Number: 311

Effective Date: 11/01/02

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**REPLACES POLICY**

Policy Number: 311

Effective Date: 09/13/92

**POLICY:**

It is the policy of Wesley Woods Senior Living, Inc., to provide lunch and rest breaks for employees during each work day.

**GUIDELINES:**

1. A 30 minute unpaid meal break will be provided for each employee who works 5 ½ hours or more in a day.
2. For each four hours of continuous work, employees will have a 15 minute paid rest break as feasible.
3. With prior supervisory permission, employees may combine the unpaid meal break and the paid rest break, in order to have an hour meal break, however, rest breaks cannot be used to shorten the work day.
4. Unused rest breaks do not result in additional pay.
5. Non-exempt employees should perform no work during meal breaks unless requested by a supervisor. Employees performing such work will be paid for it or allowed to shorten the work day with supervisory approval. If such work is not requested by the supervisor, an employee may be subject to corrective action.