

## **BREAKS**

### **1.0 Purpose**

To provide guidelines and state the purpose for allowing breaks. Breaks are given to allow an employee to stop work for a short period to collect their thoughts and rest.

### **2.0 Applicability**

All employees of Bladen County are covered by this policy.

### **3.0 Policy**

Employees will be allowed to take a 15-minute break in the morning and a 15-minute break in the afternoon between the hours of 9:30 and 11:00am and 2:00 and 3:30pm. Employees may be granted breaks outside this schedule with supervisory approval. Employees are not allowed to leave the work place premises during their break time. If an employee is leaving the work place, they are required to take personal leave and follow policy requirements for requesting time off.

**BREAK TIMES SHALL NOT BE COMBINED WITH THE BEGINNING OR ENDING OF THE WORK DAY. BREAKS ARE NOT GUARANTEED DEPENDING ON DEPARTMENTAL WORKLOAD.**