

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	435
		Original Date	06/14/1993
	Department: Personnel	Revised Date	01/09/2014
	Employee Rest Breaks and Meal Periods		

POLICY:

Employees are entitled to rest breaks and meal periods according to the length of the shift they work.

PROCEDURE:

REST BREAKS AND MEAL PERIOD:

1. Employees working an 8 hour shift are entitled to two 15 minute rest breaks or one 30 minute break, and if covered by MPEA contract are also entitled to one 30 minute meal period.
2. Employees working 4-5 hours are entitled to one 15 minute rest break only.
3. Employees working 6 consecutive hours, if scheduled over the regular staff meal time, are entitled to one 15 minute rest break and one 15 minute lunch period, or one 30 minute lunch period only.
4. Employees working 6 consecutive hours not scheduled over the regular staff meal time are entitled to two 15 minute rest breaks or one 30 minute rest break, but no meal period.
5. Employees working a 12 hour shift are entitled to three 15 minute rest breaks or one 30 minute break and one 15 minute break.
6. Scheduled sick leave and annual leave are not included as time worked or scheduled.
7. Missed rest breaks are not reimbursed.