



As a privilege, full-time employees are allowed up to one (20) twenty minute break per four hours of work provided there is adequate coverage if necessary. Breaks or rest periods are not authorized by federal law, state statute or administrative regulations. Breaks shall not interfere with work performance. Supervisors may opt not to grant formal breaks because of work load and staffing needs. Breaks cannot be used at the beginning or end of the day/shift, or in conjunction with a meal break and cannot interfere with core coverage.

*References:* 29 CFR §§ 785.18, 785.19; <http://www.dol.gov/dol/topic/workhours/breaks.htm>; KDADS Standard Work Week (Regular Work Schedule) Policy (10.2)