

# ***Warren-Newport Public Library District*** **Staff Manual**

## ***506 Rest and Meal Periods***

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For every 3 continuous hours of work, employees are provided with a rest period of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

An employee who is to work for 7.5 continuous hours or more shall be provided a meal period of 30 minutes. The meal period shall be given no later than 5 hours after beginning work. (820 ILCS 140/3) Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Employees are required to take a meal period only if they work a shift of 7.5 or more continuous hours on any particular day. For example, an employee who works from 7 a.m. to 1 p.m. may choose not to take a meal period. This employee would be allowed a 15-minute rest period in the middle of each 3-hour period of the total workday of 6 hours.