

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-3

Effective Date: 07-09-09

SUBJECT: Break and Meal Period

Revision Date:

Rest Break

All employees are permitted a fifteen (15) minute rest break for each four (4) hour work period. Breaks are not permitted at the beginning of the work day to offset arrival time. At the supervisor's discretion, both rest breaks may be combined with the lunch period, not to exceed sixty (60) minutes. Employees who voluntarily work through their break periods will not be permitted additional compensation.

Meal Period

All employees who work an eight (8) hour day or more are permitted an unpaid meal break of thirty (30) minutes. Meal breaks are not counted toward worked hours. Employees are to be completely relieved from duty during their meal break. If an employee is required to perform any work duties while on his or her meal break period, the time spent working during the meal break will be counted toward the total hours worked.