

## REST PERIODS

Employees scheduled for an eight-hour day shall be granted two 15-minute rest breaks in each working day. Rest breaks may be scheduled by the Director or Human Resources according to work coverage. Relief periods are to be used only for the purpose indicated and may not be accumulated for other purposes, added to unpaid lunch breaks, or to leave the premises during these breaks without permission. All employees are required to take a daily unpaid lunch break of 30 minutes. The amount of time allowed for the unpaid lunch break may be extended with prior approval of the Director or Human Resources. Employees working less than an eight-hour day will be granted rest periods and lunch breaks based on their specific schedule, to be determined by Human Resources or the Director.

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