

MEDICAL COLLEGE OF OHIO

Subject: REST PERIOD

Policy No.: 05-018

Supervisors will see that one fifteen (15) minute break period is scheduled or available to hourly employees once during each four (4) hours of the shift. Rest breaks are not to be cumulative.

If employees are required by their supervisor to work during their scheduled rest period, the supervisor shall schedule an alternative rest period. No employee may forgo a rest break to make up for time caused by starting late or quitting early.

Only with the prior approval of the appropriate supervisor may one or both breaks be combined with the lunch period. Such approval shall only be granted on a day-to-day basis (also see Lunch Period 05-019).

Source: Vice President for Operations

Effective Date: 07/01/86

Revision/Review Date:

10/15/87
08/01/88
08/07/89
08/06/90
10/19/91
12/09/93
03/22/95
07/01/95
07/29/96
04/01/98 Reviewed
07/01/99 Revised
07/01/00 Reviewed
07/01/01 Reviewed
07/01/02 Reviewed
07/01/03 Reviewed