

Procedure: Employee Breaks



Procedure Number: SP-1

Responsible Department: Sterile Processing

Scope: University of Toledo Medical Center Sterile Processing Department

Effective date: 5/2025

(A) Procedure Statement

Employees in the Sterile Processing Department will adhere to established guidelines for breaks.

(B) Purpose of Procedure

To establish a uniform procedure for governing employee breaks. To help run the department efficiently, it is essential that all staff adhere to established break periods.

(C) Procedure

- (1) Employees are allotted (2) 15-minute breaks and (1) 30- minute lunch break, as per the union contract.
- (2) Breaks may be taken individually or in any combination; if the supervisor or lead tech agrees, and the break configuration does not adversely affect department operations. Breaks are coordinated by the shift supervisor or lead tech, along with the employee.
 - a) Two employees working in the same assignment may not take their breaks at the same time, unless authorized by supervisor or lead tech.
 - b) Two employees working in the same assignment may not leave the department together, unless authorized by supervisor or lead tech.

For a) and b) above: Work within the assigned area must be caught up or complete. Once approved, the employees will let the supervisor know when they leave, where they are going, and when they will be back.

- c) Two employees working in the same assignment may not leave campus together under any circumstances.

- (3) Employees are to sign-out the time they leave for break/lunch, and sign-in the time they return from their break/lunch on the department break/lunch communication sheet. This is to be completed daily.

Breaks should be taken two-hours after start of shift and two hours before end of shift. Any variation should be communicated with the supervisor or lead tech.

Reviewed by:

/s/

Initial effective date: 2010

Christopher Lehnert
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Processing

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Date

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*Review/Revision Completed by:
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Processing*