

SUBJECT: LUNCH AND BREAK PERIODS

Purpose: The purpose of this policy is to set forth administrative standards relative to employee lunch and break periods.

Background: Standard work hours have been established by Madison General Ordinances, Section 3.32(4). Further, supervisors have customarily provided a break prior to, and one following, a mid-shift lunch period. The purpose of these breaks is to provide relief from normally scheduled work activities.

Policy: The City shall provide a paid break prior to, and one following, a scheduled unpaid lunch period. This time is provided for relief from normally scheduled work activities and does not constitute a leave category that may be redirected, accumulated, or combined with other leave entitlements.

Employees will generally receive a break sometime during each 4 hours of work, and a lunch period sometime within the first 6 hours of a scheduled 8 hour work day.¹

Supervisors shall exercise discretion in scheduling lunch periods and breaks in order to accomplish the stated purpose without unnecessarily compromising City services.

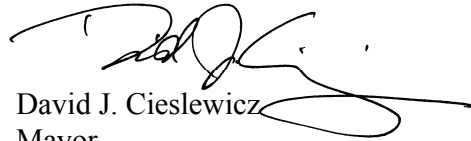
APM No. 2-35 discusses flexible work schedules, and in that context, in some departments, it may be possible to let employees work a straight 8 hour shift, without taking an unpaid lunch break. Department heads shall have the discretion to determine whether this is appropriate, taking into consideration the needs of the department as well as the ability to serve the public during the hours when the department is open to the public. If employees are allowed to work a straight shift, they will still be provided a break sometime during each 4 hour period of work.

Examples of prohibited practices:

1. Employees shall not redirect or accumulate lunch periods and/or breaks as a form of paid leave, except that if employees are allowed to work a straight 8-hour shift, they will not be required to take an unpaid lunch.
2. Employees shall not arrive late or leave early utilizing untaken (or reduced) lunch periods and/or breaks in lieu of paid leave.
3. Employees shall not combine their lunch periods and/or breaks.

¹ Times to be adjusted for a 7.75 hour shift.

Authority: The Human Resources Director shall maintain, and interpret this policy.



David J. Cieslewicz
Mayor

APM No. 2-28
November 7, 2008

Original APM dated 9/29/2000