

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Compensation**  
**Section 306 – Rest and Meal Periods**

**1. Rest Periods**

All employees are permitted a 15-minute paid rest break for each four-hour work period. Rest breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Rest breaks are not permitted to be combined into one 30-minute rest break. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

**2. Meal Periods**

All employees who work eight or more hours in a day are permitted to take an unpaid meal break of 60 minutes. Because of overtime guidelines and business needs, non-exempt staff must have prior permission from their manager to continue to work during the meal period or to shorten the meal period.

Meal periods are not counted toward hours worked. Employees are to be completely relieved from duty during their meal break. If a non-exempt employee is required to perform any work duties while on their meal break period, the employee must be compensated for the time spent performing work duties, which will be counted toward the total hours worked.

**3. Breastfeeding**

Employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. The Partnership provides a private room and secure refrigeration for employees who need to express and store milk. For time that may be needed beyond the usual break times, employees should coordinate with their managers. For more information, see HR 525 Breastfeeding in the Workplace.

**4. Enforcement**

Managers and department heads are responsible for the scheduling and review of meal periods to accommodate operating requirements. Employees who fail to return on time from breaks or lunch will be subject to disciplinary action.