**POLICY TITLE: Rest & Meal Periods**

**POLICY NUMBER: 3455**

3455.1 While not required by law, all regular, full-time employees may take periods of rest during the workday consisting of [Fill-in here] and [ ] meal period.

3455.2 Employees are required to notify their immediate supervisor, where feasible, at the beginning of any break or meal periods. Please keep in mind that when employees are not on a break, they are expected to devote their full efforts to their duties.