

EASTERN MICHIGAN
U N I V E R S I T Y TM

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Administration	Effective date:	May 2008
Subject:	Breaks & Lunches	Procedure Number:	A -18

Purpose

This procedure is intended to outline Physical Plant expectations for acceptable locations for breaks and lunches.


Procedure

1. Rest periods (breaks) shall be provided for as stipulated in the respective collective bargaining agreements.
 - 1.1. Employees are authorized to take breaks in their immediate work areas, as directed by their immediate supervisors, or as otherwise stipulated in their respective collective bargaining agreement.
 - 1.2. Breaks are not authorized for activities that take the employee away from their immediate work areas (e.g. leaving campus, working-out, going to the drug store, etc.).
2. Except for staff working in twenty-four hour operations, employees are not required to stay on campus or in their assigned work areas during their unpaid lunchtime (e.g. they may go to the bank, workout, meet their kids etc.).
 - 2.1. If an employee chooses to leave campus during their lunch period, they are required to punch out prior to leaving and punch in when they return to work.
3. Employees working in twenty-four hour operations are required to stay on campus during their working hours and may not leave their assigned work area.

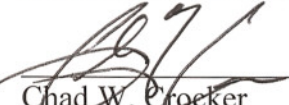
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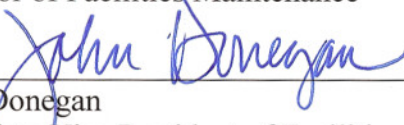
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