



# MEALS AND BREAKS POLICY

Policy Number: 059

Effective Date: 3/22/2017

Authorized by: Board of Trustees

Review Date: 3/01/2027

Approved March 22, 2017

**1) Purpose:**

To provide direction regarding meals and breaks.

**2) Scope:**

This applies to all employees of Timberland Regional Library (TRL).

**3) Background:**

None.

**4) Definitions:**

None.

**5) Policy:**

A. Employees shall be allowed an uninterrupted, unpaid meal period of at least 30 minutes to commence not less than two hours or more than five hours after the beginning of a shift. Employees shall not be required to work more than five consecutive hours without a meal period.

B. Employees shall be allowed a paid rest period of 15 minutes for each 4 hours of working time. Rest periods shall be scheduled as near as possible to the mid-point of the work period. No employee shall be required to work more than three hours without a rest period.

C. Rest and meal periods shall not be waived or combined to shorten a shift or lengthen a meal period.

**6) References:**

None.

**7) Citations:**

WAC 296-126-092.

*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*