**Meal and Break Periods Policy**

**Policy Brief and Purpose**

This meal and break policy describes how the employees at [company Name] should take the breaks during the workdays. We want a pleasant work environment therefore, we take care of our employees during break periods. We want them to be able to eat, rest, and relax during their working hours.

Local law or union agreements may mandate breaks. We will strictly adhere to these guidelines at all times.

**Application**

This policy is applicable to all the employees of [Company Name].

**Break Types**

Our employees can take the following breaks during their work hours:

**1. Meal Break -** Employees who work for more than [X hours] in a day are given a [X minutes] of break. The meal break should be taken within [X to X hours] from the starting of their work day. If you work for more than [X hours] in a day, you can take a second break. Unless stated by the local law, these breaks are unpaid for the non-exempt employees.

**2. Restroom Breaks -** Employees can take as many but reasonable restroom breaks whenever required during their workdays.

**3. Rest Breaks -** All the employees can take [X] rest breaks for every [X hours] worked. For example, if an employee works for 10 hours, he/she can take 2 rest breaks in their entire work day.

**How the Hours of Work are Affected**

Meal breaks are not counted as a part of your standard working hours or overtime. Employees are requested to schedule the meal breaks in advance if possible so your team may know the time of your unavailability. In certain cases, the company will schedule the break hours to avoid any negative impact on our operations. For example, if you are working as a customer query executive in our company, we will schedule your lunch breaks to make sure that someone is always present to answer customer queries.

Rest and Restroom breaks are counted in your working hours and are paid as normal.

**Working During Breaks Hours**

We expect our employees not to work during the break hours. If you are required to perform any type of company work during the break hours, we will pay you the normal compensation for that time. Also, you will be paid a normal compensation if you are required to stay back to the company premises for a work related reason like waiting to accept a delivery.

**Mandatory Breaks**

Local law can mandate the meal breaks. If this happens, employees are expected to take time to have a meal. To ensure your health and productivity, your supervisor may ask you to take a break if you haven’t taken one for more than [X] hours.

**Unpredicted Breaks**

Every company wants its employees to be productive and feel well during the work hours. If you feel unwell, or experience any other issue while working, ask your manager for a spontaneous break. Ask for a paid PTO or sick leave, if you feel that you’ll require a break for more than [X hours].