



## BREAKS

### Policy

All employees are entitled to one-15 minute paid break.

Hourly and salaried employees will receive a break based on the following:

- 6 hours = 30 minute break (15 minutes paid/and the option to take 15 minutes unpaid) Staff would add 15 minutes either at the beginning or at the end of their workday to accommodate this break, if selecting to take the unpaid break.
- 8 hours = 45 minute break (15 minutes paid/30 minutes unpaid) Staff would add 30 minutes either at the beginning or at the end of their workday to accommodate this break.

Neither meals nor other breaks can be used at the beginning or end of the work period to shorten the work day.

Accommodations to attend work related lunch functions during a scheduled work day outside the Library must be prearranged with a supervisor and should not exceed the allotted break schedule.

The Novi Public Library does not permit "comp time".

NPL Employee Handbook: Approved May 31, 1991; Amended October 21, 2009;  
Amended January 6, 2010; Amended September 21, 2011; Amended January 18, 2012;  
Amended March 16, 2016

Signed:

Craig Messerknecht  
President  
Novi Public Library Board of Trustees