



# Medina County Policy Manual



Policy: <b>Lunch</b>	Section: <b>Pay Practices</b>	Number: <b>3.015</b>
Issued: <b>09/17/07</b>	Reviewed/Revised: <b>04/25/17</b>	Page #: <b>1 of 1</b>

- A. Employees must work at their assigned duties for a minimum of six hours in order to receive a paid lunch period. Six hours worked means actual time worked, exclusive of a lunch period, sick leave, vacation leave, or compensatory time.
- B. Meal periods are designated by each respective department. Lunch periods normally occur at about the midpoint of the employee's shift.
- C. For employees working at their assigned duties for a minimum of six hours, a one hour meal period will be provided consisting of thirty (30) minutes paid time combined with at least another thirty (30) consecutive minutes of unpaid time during which the employee is completely relieved from work.
- D. If the unpaid portion of the meal period is less than thirty (30) minutes for the purpose of answering phones, meeting with clients, processing paperwork, this entire thirty minute period of the employee's unpaid lunch must be counted as hours worked.
  - 1. Employees are to be completely relieved from work during the unpaid portion of their thirty (30) minute lunch. Interruptions, if at all, are to be held to an absolute minimum. It is strongly recommended employees refrain from eating lunch at their work station.
  - 2. Lunch is not an entitlement, required by law, nor assured. If business demands make it impossible to provide employees with uninterrupted meal periods, departments should either pay employees for not providing a lunch or pay them while concurrently eating and working. **29 CFR 785.19**
- E. An employee may not work through their lunch in exchange for arriving at work late or leaving early, unless expressly authorized by the supervisor.
- F. Employees are permitted to leave the premises if otherwise completely freed from duties during their lunch period.