



E-025

Richmond Heights Memorial Library MEAL AND BREAK PERIODS

Employees are allowed one (1) 15-minute paid break for every four (4) hours the employee is working. Eight (8) hour shifts receive a half-hour unpaid break in addition to two (2) 15-minute paid breaks. With Director approval, employees may combine their meal and break periods to create a full hour lunch break.

Adopted by the RHML Library Board of Trustees January 16, 2024