

KEEP - DO NOT DESTROY

Iowa Intraoffice Instruction No. IA360-180

SUBJECT: PERS - Lunch and Work (Coffee) Breaks

180.0 Purpose.

This intraoffice instruction establishes Iowa policy on lunch and work breaks.

- (a) A work break is an opportunity for an employee to relax and get away from work for a short time. The idea being that after this break the employee is able to work more efficiently. A work break is not a guaranteed right.
- (b) Due to different work schedules (compressed, eight-hour, intermittent, part-time), there is a need for some general guidelines on when lunch and work breaks are taken.

180.1 Guidelines.

- (a) Lunch breaks are a half hour in length. Lunch breaks should not begin before 11 AM nor end after 1:30 PM.
- (b) Guidelines for work breaks are as follows:
 - (1) Maximum of 15 minutes long.
 - (2) Not taken within 1 1/2 hours of (1) beginning work, (2) finishing work (end of day), or (3) lunch break.
 - (3) Morning break taken between 9 AM and 10:30 AM.
 - (4) Afternoon break taken between 2 PM and 3:30 PM.
 - (5) Employees working 3 hours or less a day do not need a work break.
 - (6) Employees working 6 hours or less a day need only one work break and a lunch break.
 - (7) Employees working 10 hours or less should take at most two work breaks and a lunch break.
- (c) Work related situations may cause a change in these guidelines (e.g., a meeting). The employee need not check with the supervisor when a work related situation does not allow the employee to comply with these guidelines. Other situations should be checked with the supervisor prior to not complying with these guidelines.
- (d) Supervisors should insure that the breaks and lunch periods are scheduled so that the telephones are covered at all times during the office hours.