

Central Texas College District Human Resource Management Operating Policies and Procedures Manual Policy No. 240: Employee Break
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**I. PURPOSE**

To establish a policy for the well-being of employees and students of the CTCD.

**II. SCOPE**

This policy applies to all employees of CTCD unless affected by government contracts.

**III. POLICY**

- A. The normal office hours for CTCD employees are set by the Campus Administrator or as required by government contracts or seasonal schedules. Office hours may be adjusted by the Dean or Division Director.
- B. During the normal office period, full-time employees who work at least seven hours a day are authorized two 10-minute breaks as determined between the employee and supervisor, but occurring once in the morning and once in the afternoon. Part-time employees who work four to six hours at a time are authorized one 10-minute break during their shift.
- C. Similar schedules will be worked out for shift work and for work affected by government contracts.
- D. Employees that are nursing a child are authorized reasonable break time to express breast milk for a nursing child for 1 year after the child's birth in a place other than a bathroom that is shielded from view and free from intrusion from coworkers and the public. If the break time is excessive and impacts the employee's ability to perform normal duties, the employee may be required to use sick or vacation time.
- E. Employees who work at least six hours a day shall take a 30-minute lunch break. Lunch breaks are non-paid.

**IV. PROCEDURES**

- A. Employees are encouraged to take their breaks at the appropriate time and shall notify the supervisor when on break.
- B. Employees will not be allowed to accumulate or save paid break time. This time will not be used as an authorization to leave early to make up time, etc.

- C. Employees who need break time to express milk should notify their immediate supervisor either verbally or in writing.
- D. Questions related to break time should be directed to Human Resource Management.