

Title: Meal Period and Breaks Policy (Wake Market)		Document Number: 36206
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I. PURPOSE

The purpose of this document is to establish meal period and breaks to comply with federal and state requirements.

II. SCOPE

This document applies to all teammates within Advocate Health Inc. entities in the Southeast Region Wake Market, to include North Carolina Baptist Hospital (NCBH), Davie Medical Center (DMC), Lexington Medical Center (LMC), High Point Medical Center (HPMC), Wilkes Medical Center (WMC), NCBH Outpatient Endoscopy Charlois, NCBH Outpatient Endoscopy Quaker Lane, High Point Surgery Center (HPSC), Premier Surgery Center (PSC), Wake Forest Baptist Imaging, LLC (WFBI), Wake Forest University School of Medicine (WFUSM), and Ambulatory Care Services (ACS).

III. DEFINITIONS/ABBREVIATIONS

Nonexempt Teammates are those who are paid on an hourly basis and/or are not exempt from the provisions of the Fair Labor Standards Act (FLSA) and applicable state regulations.

Meal Period an uninterrupted thirty-minute period in which the teammate is completely relieved from duty and the teammate is expected to leave their workstation.

Break is short period of time where teammates are relieved from duty.

IV. POLICY

A. Meal Periods

1. All non-exempt teammates working five (5) or more hours in a shift will receive a consecutive 30-minute, uninterrupted, unpaid meal

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period. Non-exempt teammates working fourteen (14) hours or more will receive a second consecutive 30-minute, uninterrupted, unpaid meal period.

2. Meal periods are intended as a relief from work duties. This time may not be taken at the beginning or end of a shift to alter the normal starting or finishing time.
3. If extenuating circumstances prevent a teammate from taking a meal period, or if the meal period is interrupted for work reasons, it is the responsibility of the teammate to notify the manager or their designee and provide the reason.

B. Breaks

1. Nonexempt Teammates may receive one (10) ten-minute break after 4 hours of work as part of their normal workday, scheduled by their supervisor.
2. No more than two (2) breaks are allowed during a shift.
3. Breaks cannot be combined with meal breaks and may not be used to report to work late or leave early.

V. **PROCEDURE / GUIDELINE**

- A. To ensure an uninterrupted meal period, telephones, pagers, or other communication devices related to the teammate's work should be turned off during the meal period and an appropriate handoff of duties should occur per department policy.
- B. Teammates are expected to leave their workstation during the meal period.
- C. Teammates are required to clock out at the start of their meal period and clock back in when returning to their designated workspace, regardless of whether they are leaving the premises. This requirement applies to all meal periods regardless of whether they are paid or unpaid.
- D. Teammates are expected to take a full 30-minute uninterrupted meal period each shift. If there is a pattern of not taking a meal break it may result in coaching and or corrective action.
- E. Exempt teammates are to take reasonable meal breaks and break periods during their shifts.
- F. It is the responsibility of a teammate to report a situation to their immediate supervisor when a meal period is interrupted, they failed to clock out/in for the meal period or did not receive an appropriate meal period as defined above.
- G. Breaks
 1. Breaks are not guaranteed and are based on leadership discretion and operational need.
 2. Breaks under 30 minutes are paid, do not require a clocking and teammates are expected to remain on the premises.

VI. CROSS REFERENCES

Not Applicable

VII. RESOURCES AND REFERENCES

Not Applicable

VIII. ATTACHMENTS

Not Applicable