
HEMATOLOGY DAYSHIFT BREAK POLICY

RC.HM.PY.005.r04

Purpose

It is the responsibility of all employees to adhere to this break policy, so as not to disrupt optimal workflow in the hematology and coagulation departments.

Policy

An employee is permitted two 30-minute breaks during each day worked (one paid and one unpaid). All breaks will be no longer than 30 minutes in duration. It is expected that all hematology and coagulation staff members will adhere to the break schedule listed in the table below on a daily basis. During these break times, the minimum-staffing requirement is 3 staff members for hematology, and 1 staff member for coagulation.

Recommended Times	AM Breaks		PM Breaks	
	8:00-8:30 AM 8:30-9:00 AM	9:00-9:30 AM 9:30-10:00 AM	12:00-12:30 PM 12:00-1:00 PM*	1:00-1:30 PM 1:30-2:00 PM
Workstations	7 BM 7 H1 7 D 7 C1	8 BM 7 H2 7 F 7 C2	7 BM 7 H1 7 D/ 8S* 7 C1	8 BM 7 H2 7 F 7 C2

Exceptions

Exceptions to the Break Policy: (can include but not limited to staffing, employee call-ins, or heavy workload).

The tech responsible for platelet aggregations and the techs assigned to the bone marrow bench may break based on workflow. An exception for the staff members assigned to these workstations is permitted due to the time sensitivity involved in the analysis of the specimens.

If an exception arises, the employee is responsible for making arrangements with co-worker(s) for an alternate break time, making sure that their bench is covered, as well as making sure the minimum-staffing requirement is adhered to, as indicated. If difficulty arises when arranging alternate break-time coverage, notify hematology management.

The above break times are recommended times and are intended for Monday through Friday staffing. Weekends and holidays will differ: a minimum of 2 staff members should remain in the hematology/coagulation areas at all times, preferably one in hematology and one in coagulation, workload dependent.

Authorized Reviewers

Medical Director, Hematology

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Document Control

Location of Master: Hematology Procedure Manual

Master electronic file stored on the Beaumont Laboratory server:

S:/HEMACOAG/Document Control/Hematology/Policy/Hematology Dayshift Break Policy.doc

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Document History

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