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Document Contact: [Rebecca Bacarella: Mgr Laboratory](#)
Area: [Laboratory-Hematology](#)
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Hematology Dayshift Break Policy-RO

Document Type: Policy

I. PURPOSE AND OBJECTIVE:

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.

See also, [Meal Break and Rest Period Policy](#).

II. POLICY STATEMENT:

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.

III. DEFINITIONS:

	AM Breaks 1	AM Breaks 2	PM Breaks 1	PM Breaks 2
Recommended Break Times	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, 12:30- 1:00 PM	1:00-1:30 PM, 1:30-2:00 PM
Workstations	B7, 630H, 7D, 7C1	B8, 7H2, 7F, 7C2	B7, 630H, 7D, 7C1	B8, 7H2, 7F, 7C2

IV. 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 work flow. 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.

- C. 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.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
CP Chief Medical Director	Peter Millward: Chief, Pathology Service Line	4/22/2021
Hematology Medical Director Designee	Ann Marie Blenc: System Med Dir, Hematopath	4/22/2021
Policy and Forms Steering Committee Approval (if needed)	Rebecca Bacarella: Mgr Laboratory	4/22/2021
Policy and Forms Steering Committee Approval (if needed)	Gail Juleff: Project Mgr Policy	4/1/2021
System Manager	Rebecca Bacarella: Mgr Laboratory	4/1/2021
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Applicability

Royal Oak