

CORPORATE POLICY

SUBJECT: Rest/M meal Periods as Hours of Work	CATEGORY: Human Resources
	ORIGINAL DATE: November 10, 1992
	REVIEWED DATE: August 24, 2022
	REVISION DATE: September 28, 2022

I. **POLICY**

In compliance with Illinois Statute 820 ILCS 140/3, Lake County Health Department and Community Health Center (LCHD/CHC) employees who work 7.5 hours or more per shift are permitted a meal period to provide them with essential time for rest and relief. Meal breaks are unpaid, unless required to be on call for the entire shift. The customary meal periods shall be as follows:

<u>Actual Hours of Work</u>	<u>Rest/M meal Duration</u>	<u>Shift Examples</u>
7.5 hours	30 minutes	8:30 am – 4:30 pm
7.5 hours	1 hour	8:30 am – 5:00 pm
8 hours	30 minutes	8:00 am – 4:30 pm
8 hours	1 hour	8:00 am – 5:00 pm
12 hours	45 minutes	7:45 am – 8:30 pm
12 hours	1 hour	7:30 am – 8:30 pm

Employees may not forgo rest/meal periods for the purpose of reducing their work schedule. For example, an employee may not work through their one hour meal period for the purpose of leaving work one hour early. Nor should the employee work through their designated meal period without prior authorization from their supervisor or supervisor's designee.

II. **SCOPE:**

All LCHD/CHC employees.

III. **PROCEDURE:**

None

IV. **REFERENCES:**

None

V. **AUTHORS/REVIEWERS:**

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

VI. **APPROVALS:**

Lake County Board of Health President

Signature: _____ Date: _____