

PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4494 WORK PERIODS AND OVERTIME
- 4494.2 Rest Periods**

- A. All classified employees will be granted a rest period of 15 minutes for every four hours of work at about mid point of each morning and afternoon shift.
- B. Employees not wishing to take rest periods may not take longer lunch periods and may not leave their places of employment early as a result.
- C. Each supervisor shall arrange appropriate rest periods of employees under his/her supervision. It shall be the responsibility of each employee to take not longer than the period allowed. It shall be the responsibility of each supervisor to make certain that the limit is not violated.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976
Date(s) Revised: May 26, 1994
October 26, 2017