
St. Andrews Parish Parks & Playground Commission

Policy Manual

Section: 4 **Topic:** Lunch and Other Breaks
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Any SAPPSC staff member working a consecutive seven-and-a-half hours is allowed and encouraged to take a lunch break, generally from one half-hour to one hour in length; however, the Executive Director retains discretion in dealing with each situation. Staff members who use time cards must clock out for this time, as it is unpaid, and are free to leave SAPPSC premises for the duration of their lunch break.

If a staff member does not take a lunch break and this results in overtime work, he must first gain the approval of his supervisor, as all overtime must be approved in advance by an appropriate supervisor.

No non-salaried staff member should work longer than four hours without one fifteen-minute break. Only one such paid break is permitted during each four-hour period. Due to safety concerns, all breaks, excluding lunches as above, must be spent on SAPPSC premises.