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## **PAID LUNCH BREAK**

As a benefit for full time employees, Head Start of Washington County, Inc. provides a half-hour paid lunch break for all full time/ full year and full time/ part year employees according to the following guidelines:

- Employees must work five (5) or more hours per day to receive a paid ½ hour lunch. The five (5) hours worked do not include the paid ½ hour break.
- The paid ½ hour lunch does not apply if the employee works less than five (5) hours on that day or when a full day of leave is used.
- Education staff whose job responsibility is to eat with the children can take a paid ½ hour break outside the classroom outside of the lunch time with the children.
- Extended lunch breaks beyond ½ hour in length are not paid and should be documented on employee timesheets accordingly.
- On occasion, employees may be required to perform work during their paid lunch. This work may include such things as attending staff meetings or trainings and/or completing paperwork.

Please Note: Employees who “work through” their lunch either voluntarily or who are required to attend a meeting or training during lunch are not permitted to add extra time (e.g., add a ½ hour) to their day to compensate for the missed lunch break. This is considered a falsification of a timesheet and will result in disciplinary action.

*Approved by BOD 01/10/2001*

*Approved by Policy Council 01/31/2001*