

DIRECTIVE NUMBER 300-22-12

DATE: February 15, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Work Breaks

1.0 Policy

1.1 While work breaks are not mandated by federal or state law, they have become a custom in State service and are recognized by the Kansas Department of Labor as an important part of the work day.

2.0 Responsibilities

All KDOL employees of the Department are to be offered work breaks within the following guidelines:

- 2.1.1 a. Lunch break - each employee MUST take a lunch break of at least a half hour in length each day as close as possible to the midpoint of their shift. Lunch breaks are to be taken away from an employee's duty station and consistent with their scheduled hours.
- 2.1.2 b. Rest breaks - each employee is to be offered a rest break not to exceed 15 minutes in length for each half-day worked.

- Whenever possible, rest breaks are also to be taken away from the employee's duty station.
- Supervisors may deny break privileges if employees abuse breaks, or if the workload necessitates.
- Supervisors are encouraged to have a set break schedule for all employees, and may reschedule break times if needed due to workload or for other reasons.
- Rest breaks are to be taken when scheduled and CANNOT be "saved" for use in lieu of leave time or reducing the workday.
- Rest breaks are to be taken at the scheduled time and NOT in increments of a few minutes throughout the morning or afternoon.
- It is the immediate supervisor's responsibility to manage the work breaks of employees; it is the employees' responsibility to remember that work breaks are a privilege that can be denied if misused.

3.0 Inquiries

3.1 Contact HR by email at human.resources@dol.ks.gov or at 785-296-5000 ext. 2565

4.0 Revision History

4.1 April 2016

Signature on file

Lana Gordon, Secretary of Labor

Rescissions: 300-24-99	Expiration Date: Continuous
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