Baptist Health South Florida

POLICY NO.: BHSF-2295

☑ Administrative
☐ Departmental

SUBMITTED BY: Adriene McCoy
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APPROVED BY: Margaret Marshall 10/22/12
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Responsible Department Human Resources

APPROVED BY: Corey B. Heller
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POLICY TITLE:
Uninterrupted Meal Breaks

SUMMARY & PURPOSE:
For payroll purposes, Baptist Health automatically deducts 30 minutes from non-exempt employees' compensable working time for an uninterrupted meal break. Baptist Health must pay its employees for all time worked. In order for Baptist Health to fulfill this obligation, it is the employee's responsibility to notify Baptist Health and appropriately attest when he/she does not receive a 30 minute uninterrupted meal break so that the employee can be compensated for all time worked.

POLICY:
Baptist Health understands that there may be occasions where a non-exempt employee is not completely relieved of work duties during the 30 minute meal break. It is Baptist Health's policy that any employee who is required to perform work during his/her 30 minute meal break will not have the 30 minutes deducted from his/her compensable time for that work day. Any non-exempt employee who works a 5 ½ or more hour shift and is unable to take a 30 minute uninterrupted meal break during his/her shift must attest to the fact that he/she did not receive a 30 minute uninterrupted meal break when swiping OUT at the designated KRONOS electronic badge reader (clock) nearest his/her work station. The employee also must notify his/her leader on the day that the meal break was interrupted. so that the employee's time record for that shift will be adjusted to reverse the 30 minute automatic deduction for a meal break for that day..

SCOPE/APPLICABILITY:
This policy applies to all Baptist Health non-exempt employees working a 5 ½ or more hour shift.

PROCEDURES TO ENSURE COMPLIANCE:
1. An *uninterrupted meal break* means that the employee is *completely* relieved of work duties during the 30 minute meal break. For a meal break to be considered *uninterrupted*, the employee must not perform any work during the 30 minute period. A meal break would not be considered uninterrupted, for example, in the following situations:
   a. An employee eating lunch in the cafeteria who answers a call about a patient under his/her care has not had a 30 minute uninterrupted meal break.
   b. An employee working at his/her station who answers takes a work-related phone call, does work-related paperwork or engages in a work assignment has not had a 30 minute uninterrupted meal break.

2. Any employee who is unsure whether his/her activity during the 30 minute meal break constitutes work time should contact his/her leader or Human Resources.

3. Baptist Health automatically deducts from working time for a 30 minute uninterrupted meal break as follows:
   a. Employees working a 5 ½ or more hour shift are required to take a 30 minute uninterrupted meal break during the shift. Baptist Health will automatically deduct 30 minutes from the employee's total hours worked each day. Because this is an automatic deduction, employees are not required to clock out and in for the meal break, as long as the employee remains on Baptist Health property.
   b. Any non-exempt employee who works a 5 ½ or more hour shift and is unable to take a 30 minute uninterrupted meal break during his/her shift must attest to the fact that he/she did not receive a 30 minute uninterrupted meal break when swiping OUT at the designated KRONOS electronic badge reader (clock) nearest his/her work station. The employee also must notify his/her leader on the day that the meal break was interrupted. so that the employee's time record for that shift will be adjusted to reverse the 30 minute automatic deduction for a meal break for that day.
4. Employees must review their pay stub during each pay period in order to verify that they have been paid for all hours worked. Any discrepancy must be immediately reported to the employee's leader and to the Payroll Department, so that appropriate adjustments can be made.

5. All employees must read and sign the Uninterrupted Meal Breaks Statement and Acknowledgment.

SUPPORTING/REFERENCE DOCUMENTATION:
N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:
- Uninterrupted Meal Breaks Statement and Acknowledgment
- KRONOS clock meal break instructions

ENFORCEMENT & SANCTIONS:
Violation of this policy may lead to disciplinary action, up to and including termination of employment.