


<p style="text-align: center;">MISSOURI DEPARTMENT OF TRANSPORTATION</p>  <p style="text-align: center;">PERSONNEL POLICY MANUAL</p>	Chapter Title Working Hours		
	Policy Title Rest Breaks		
	Policy Number 3003	Page 1 of 2	Effective Date September 1, 2016
Approved By Micki Knudsen, Human Resources Director, Signature on File	Supersedes Policy Number 3003	Page 1 of 1	Prior Effective Date July 1, 2010

POLICY STATEMENT

The department will allow employees rest breaks as described in this policy, which will give them a chance to renew their energy and remain both alert and efficient while performing their job duties.

PROVISIONS / REQUIREMENTS

1. The department will allow two 15-minute breaks in a full workday (i.e., normally eight hours). Breaks should normally be taken approximately halfway through each four-hour work period; however, operating conditions may require supervisors to adjust when breaks are taken or temporarily suspend breaks. Breaks are not required by law and are not guaranteed.
2. Employees scheduled to work overtime will be allowed an additional five minutes of break time for each additional hour of overtime.
3. It is the responsibility of each employee to respect rest breaks as approved by their supervisor. It is each supervisor's responsibility to communicate changes in break schedules and any necessary restrictions.
4. The department supports the use of breaks by nursing mothers for the purpose of expressing milk. A designated space other than a restroom will be provided that is shielded from view and free from intrusion for such breaks. A vacant office, conference room, or other area will be designated that is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. At a minimum, the space will include a place for the nursing employee to sit and a flat surface for the pump other than the floor. In

order to ensure privacy, the space should have a door that can be locked or a sign should be posted that the space is in use. Nursing mothers should give adequate notice and work with their supervisors and/or local human resources representative to coordinate arrangements. If these breaks should exceed the normal break time allowed, the additional time may be flexed or covered by annual leave/compensatory time.