

BREAK POLICY

BACK OF HOUSE EMPLOYEES (HOUSEKEEPING & MAINTENANCE)

WE HAVE A MANDATORY 30 MINUTE BREAK FOR ALL BACK OF HOUSE EMPLOYEES FROM 12:30PM-1:00PM EVERY DAY. YOU WILL BE AUTOMATICALLY CLOCKED OUT AND IN BY THE TIME CLOCK SYSTEM. ALL EMPLOYEES ARE TO TAKE BREAK IN DESIGNATED AREAS AWAY FROM THE VIEW OF OUR GUESTS. EMPLOYEES MAY LEAVE PROPERTY AS LONG AS THEY ARE BACK BY 1 PM.

THIS IS THE ONLY TIME EMPLOYEES MAY SMOKE DURING THEIR SHIFT.

FRONT OF HOUSE EMPLOYEES (FRONT DESK & BREAKFAST)

THERE IS NO 30 MINUTE BREAK FOR THESE POSITIONS. FOR SHIFTS 6 HOURS AND LESS, ONE SMOKING/BATHROOM BREAK OF 5 MINUTES LONG IS ALLOWED HALFWAY IN THE SHIFT. FOR SHIFTS 7-9 HOURS LONG, TWO 5 MINUTE SMOKING/BATHROOM BREAKS ARE ALLOWED (ONE 2 HOURS AFTER START OF SHIFT AND ANOTHER 2 HOURS BEFORE THE END OF SHIFT).

SMOKING IS ONLY PERMITTED IN DESIGNATED AREA AT THE BACK OF THE HOTEL. THE ONLY TIME ANYONE IS TO SMOKE IN THE FRONT OF THE OFFICE IS WHEN THE EMPLOYEE IS THE ONLY PERSON AT THE HOTEL AT THAT TIME AND THUS NEEDS TO WATCH FOR CUSTOMERS.

THIS BREAK POLICY SUPERCEDES ANY PREVIOUS OR OTHER WRITTEN POLICIES PERTAINING TO BREAKS.

VIOLATION OF THIS POLICY WILL RESULT IS DISCIPLINARY ACTION UP TO TERMINATION.

I UNDERSTAND AND WILL ADHERE TO THIS COMPANY'S BREAK POLICY.

_____ PRINT NAME

_____ SIGN NAME

_____ DATE