

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICIES  
MEAL & REST PERIODS**

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**Effective Date: March 2006**

**Policy No: HR027**

**Cross Referenced:**

**Origin: Human Resources**

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**Authority: President**

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**SCOPE**

All Hackettstown Regional Medical Center Employees

**PURPOSE**

To clarify the position of Hackettstown Regional Medical Center regarding meal and rest periods.

**DEFINITIONS**

A. N/A

**POLICY**

I. It is the policy of Hackettstown Regional Medical Center to provide meal breaks in accordance with applicable federal, state and local laws and regulations and rest periods as the work load permits.

**PROCEDURE**

I. Employees who work at least six hours per shift are scheduled for a 30-minute unpaid, uninterrupted meal break.

II. Employees may not work and receive additional pay or time off in lieu of taking their meal break without express prior authorization from their supervisor.

III. Employees who work at least an eight-hour shift may be scheduled for two 15-minute rest periods, one in the morning and one in the afternoon. Rest periods are allowed as the work load permits. Rest periods cannot be utilized to extend a meal break or for coming to work late or leaving early.

IV. Employees who are granted break or rest periods may not spend time in any manner interfering with the work of other employees or with the normal operation or efficiency of the facility.

V. Employees who leave the hospital premises for meal breaks—or for any reason other than authorized hospital business—must ask permission from their supervisor and must clock “out” when leaving the hospital premises and clock “in” when returning to work.