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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Meal and Rest Periods  
**POLICY NUMBER:** 7016

**7016.1** The District work week is Monday through Thursday, 6:00 AM to 4:30 PM. This schedule is known as a 4/10 schedule.

**7016.2** All employees are entitled to a 15-minute rest period (break) for every (4) hours worked. During the District's 10-hour workday, this would be (2) 15-minute breaks.

**7016.2.1** Employees shall be compensated for the rest periods.

**7016.2.2** The rest periods shall be duty free. Employees must receive management approval prior to leaving the workplace during rest periods when assigned to work on District grounds. However, a failure to promptly return to work at the conclusion of the rest period is grounds for discipline.

**7016.3** All employees working more than five hours per day will be required and provided (1) 30-minute meal period (lunch) which will be considered "off duty."

**7016.3.1** Employees working no more than six hours may waive the meal period provided that mutual consent exists between both the employee and District management (District Manager, Assistant Manager, Administrative Manager, and/or Regional Supervisor).

**7016.3.2** All meal periods are considered "off duty" (relieved of all duties during the meal period). Employees that perform "on duty" tasks/work is at their choosing, is completely voluntary, and will not be compensated for tasks/work performed during an "off duty" meal period.

**7016.3.4** Employees are not compensated for meal periods.

**7016.3.5** Employees are allowed to leave the District facilities for their "off duty" meal period.