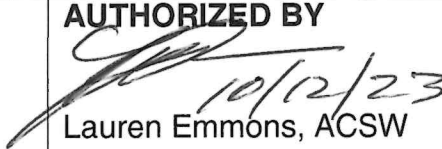


<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 001	<b>SUBJECT</b> 80
<b>SECTION</b> Personnel		<b>DESCRIPTION</b> Work Schedules and Breaks	
<b>WRITTEN BY</b> Michael K. Vizena, M.B.A. Executive Director	<b>REVISED BY</b> Amy Morrison, BS HR Supervisor	<b>AUTHORIZED BY</b>  10/12/23 Lauren Emmons, ACSW CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) complies with Labor Laws and the terms negotiated in the union contract by providing breaks.

**STANDARDS:**

- A. The ordinary work day is from 8:00 a.m. to 5:00 p.m. with a one-hour meal break. On days LCCMH is opened for extended hours, the late shift work day is from 10:00 a.m. to 7:00 p.m. with a one-hour meal break.
- B. Each staff member may take a fifteen-minute break during each four-hour work period.
- C. Most staff schedule their own breaks. Some staff have a formal break schedule developed by their supervisor.
- D. LCCMH management reserves the right to establish and to change work schedules to meet the needs of the organization and the people we serve.

AM:lr

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This policy supersedes  
#03/08012 dated 03/25/2008.  
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