

## Work Breaks

Non-exempt employees may be allowed up to 15 minutes as a paid break (compensable) from work during the first half of their workday, and again during the second half of their workday. Work breaks cannot be accumulated to extend a lunch period, nor can they be used to compensate for late arrival or early departure from duty. The request to take a work break should not be unreasonably denied. These breaks are scheduled by the employee's supervisor.

OPS hourly employees who work a standard schedule of 40 hours per week, may be afforded paid breaks in accordance with the above outlined rules.

Please refer to [Lunch Breaks](#) for more information.