
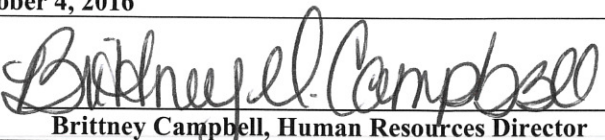




COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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<b>Policy # 4007</b>	<b>Break Periods</b>
<b>Origination Date: May, 2001</b>	
<b>Revision Date: December 2003; April 2006</b>	
<b>Reviewed Date: June 2005; March 26, 2007; March 11, 2008; March 10, 2009; March 8, 2010, March 8, 2011, March 7, 2012, May 9, 2013, December 11, 2015, October 4, 2016</b>	
<b>Approved:</b>	
 Bryan G. Stephens, Interim Executive Director	 Brittney Campbell, Human Resources Director

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board, hereinafter referred to as the Boards, to provide a work environment in which employees are allowed reasonable break periods that do not interfere with the normal functioning of the work unit.

**PROCEDURE:**

1. Up to two (2) break periods per day may be authorized *at the discretion of the supervisor* if work assignments permit and if the functioning of the work unit is not negatively affected by employees taking break periods. The typical break period is ten (10) minutes.
2. Employees shall obtain authorization from the supervisor or designee prior to leaving the workstation in order to take a break. Employees may not leave work site grounds without authorization from their respective supervisors.
3. Supervisors are responsible for ensuring that staff complies with basic terms and conditions of employment, including appropriate use of break periods.
4. Employees may not lengthen a meal period, report late to work, or leave early by “working through” a break period.
5. Employees may not combine break periods in order to extend break time, nor can breaks “be saved” in order to accumulate break time or leave.
6. Non-compliance with the guidelines for break periods established by this policy and its procedures may result in disciplinary action.