



SUBJECT:	Work Hours/Breaks
POLICY NO:	IX:14
APPLICABLE TO:	All Employees
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EFFECTIVE DATE:	September 15, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The regular work week for the Hennepin Healthcare Research Institute (HHRI) is Monday through Sunday. The regular office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Minnesota Statute Section 1.[177.253 and 177.254] state an employer must allow each employee adequate time from work within four consecutive hours of work to utilize the nearest convenient restroom and an employer must permit each employee who is working for eight (8) or more consecutive hours, sufficient time to eat a meal.

Therefore, it is the policy of HHRI that one paid period of 15 minutes is provided for each four (4) consecutive hours worked, for the employee's personal use. Break periods are available for use only during the day and may not be taken before or after work to shorten the work day.

Meal break is a 30-minute unpaid period that may not be taken before or after work to shorten the work day. **These hours must be recorded on the non-exempt employee's online timesheet.** Exempt employees do not need to record meal/break time.

Minnesota's Women's Economic Security Act (WESA) provides reasonable accommodation to pregnant employees who have worked 12 consecutive months of at least a 0.5 FTE. More frequent restroom, food & water breaks, seating, and limits on lifting (up to 20 lbs.) apply, without requiring medical certification. HHRI may transfer an employee to a less strenuous position if it is not possible to provide these accommodations in the employee's current position.

II. RESPONSIBILITY:

- A. It is the employee's responsibility to adhere to the 15-minute break period.
- B. It is the supervisor's/P.I.'s responsibility to schedule and monitor breaks and schedule work hours to assure that no abuse occurs, departmental work is accomplished, and proper and adequate telephone coverage is maintained for service to patients and customers.