Lunch & Break Periods
Policy

Overview
We expect our employees to work hard to provide the quality service it takes to satisfy our customers. In support of this hard work, ABX supplies employees with reasonable meal and break periods.

Core Requirements

- Employees who are scheduled to work at least eight hours per day are eligible for an unpaid meal period and two paid 15-minute breaks.
- Employees who are scheduled to work at least six hours per day are eligible for a paid 15-minute paid break.
- Employees working in states that require meal periods and breaks be handled differently will be treated in compliance with their state laws.
- The duration of meal periods typically will be 30, 45, or 60 minutes, as determined by each department based on operational need.
- It will not always be possible to provide breaks and meal periods to all employees every day. As a service business, we need to understand that service to our customers will sometimes require us to work through breaks or meals. Conversely, employees may periodically request to leave early by working through their lunch periods. Unless this is prohibited by state law, supervisors will attempt to meet this request on an exception basis.
- This policy applies to all hourly and non-exempt, non-bargaining unit employees.

Employee Responsibility

- Managers will schedule breaks and meal periods.
- Employees will clock in and out for lunch periods.
- Employees will make customer service a priority and be willing to delay or miss breaks and meals when volume or time constraints require it.

Leadership Responsibility

- Managers and supervisors will try to provide reasonably timed breaks and meals to employees every day.
- Managers will be aware of applicable laws regarding meals and breaks.