

Meal Periods, Breaks, Restricted Leave

1014.1 PURPOSE AND SCOPE

This policy regarding meals and breaks is superseded by the affected employee's collective bargaining agreement. If not covered in the employee's collective bargaining agreement, this policy shall conform to and be guided by the policy governing all Village employees that has been established by the Finance Director (820 ILCS 140/3).

1014.1.1 MEAL PERIODS

Sworn employees, shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

All employees shall be permitted an appropriate meal period not more than five hours from the start of the work period absent emergency situations (820 ILCS 140/3).

Uniformed patrol and traffic officers shall notify the Dispatch Center prior to taking a meal period. Uniformed officers shall take their breaks within the Village limits unless on assignment outside of the Village or with the approval of their immediate supervisor.

The time spent for the meal period shall not exceed the authorized time allowed.

1014.1.2 BREAKS

Each employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Field officers will take their breaks in their assigned areas, subject to call and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the Dispatch Center. Exceptions require supervisor approval.

The time spent for the break period shall not exceed the authorized time allowed.