# CLINICAL SUPPORT SERVICES - BREAK GUIDELINES

## Break Guidelines:

- Employees who work more than 4 hours are entitled to a paid 15-minute break
- Employees who work more than 6 hours are entitled to an unpaid 30-minute meal period *(this is in addition to their paid 15-minute paid break)*
- The 15 break and 30-minute meal period may be combined for one 45-minute break.
- These breaks are to be used during your shift, and not to be used at the very beginning, or very end of your shift
  - These breaks are to be used as you see fit, and does not have to be for meals only
  - Appointments, Prayer, Smoke, or any other type of break needs to fall within these 45 minutes
- Unit staff should stagger their breaks times when they are away from the unit.  Taking breaks at the same time can negatively affect unit coverage.
  - Staggering breaks ensures that there is always a staff member available on the unit
- To ensure an "uninterrupted break," staff should turn in their pager to the UC when they are going on break, and then pick the pager back up when their break is over

## Break Locations:

- Breaks should ideally be taken inside of the unit's designated break room, or at one of MGH's cafeteria locations
  - Going to other units to use those break rooms is not advised.  Instead, employees should use whatever break room is on the unit they are working on
    - Most unit break rooms are very small, and to allow unit staff space to eat, non-unit staff should not be utilizing these spaces
- Breaks are restricted in the following areas:
  - In closets, utility rooms, or any other rooms not designed to eat in
  - In stairwells
  - In any visitor waiting areas, which include the connector bridges
- Always remain considerate of those around you:
  - Keep the volume of your conversations low
  - If you plan to play videos, listen to music, or have telephone conversations, please do not have them on a loud speaker setting.  Headphones would be a better alternative
  - Your break is your time to relax, but please always be mindful of your surroundings