

CITY OF WACO

ATTENDANCE AND REST BREAKS

Policies and Procedures

AVL-1

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Revised 4/27/07

A. Statement of Purpose

To establish minimum policies regarding acceptable standards for reporting to work and proper notification when not able to report to work, and administering lunch and rest periods. Individual departments may establish internal additional procedures concerning attendance and rest breaks.

B. General Policy

1. Attendance

- a) It is an essential function of the employee's job to be present at assigned work places during regularly scheduled times.
- b) Employees must notify their supervisors if they cannot be at work during their scheduled times.
- c) Any employee who is unable to report for work **FOR ANY REASON** must notify the supervisor immediately and report the reason for the absence.
- d) Departments will maintain daily attendance records of employees.

2. **Lunch periods.** Generally, employees receive one hour for lunch. Departments may establish internal schedules for employee lunch periods.

3. **Rest periods.** Supervisors are authorized to give employees one fifteen-minute break in the morning and one fifteen-minute break in the afternoon at a location designated by the supervisor. Rest breaks may not be accumulated and carried forward.

4. This policy does not prohibit departments from establishing internal additional procedures concerning attendance and rest breaks.



Larry D. Groth, P.E., City Manager
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