

## **Rest Breaks**

It is good for all employees to leave their work area during the day and take a break from their positions' tasks. Hope College recognizes this and allows a twenty-minute break during every 4-hours of work time. Unused breaks may not be used to modify the normal work schedule (arrive late or leave early). The College provides an extended lunch break for those employees engaged in an approved exercise program. The extra time may not exceed one-half hour and may be taken only with the approval of the supervisor. Many of the campus buildings have a designated coffee area.