

SECTION 5 HOURS OF WORK

5.1 Full-time employees are expected to work at least forty (40) hours per week unless otherwise specified by a different schedule or part-time status.

5.2 BREAKS Lunch breaks are without pay and are normally one (1) hour, except for departments with established alternative schedules. In addition, each employee may be granted two (2) breaks per day, one in the morning and one in the afternoon, each for a period of fifteen (15) minutes. Supervisors may limit or delay breaks if continuous work is required, and the entire break or remainder of a break will be taken at a later time on the same day as determined by the supervisor. Breaks will not be accumulated. Breaks shall not be taken in conjunction with lunch breaks or at the end of a work shift unless authorized by the employee's immediate supervisor.

5.3 ATTENDANCE AND ABSENTEEISM Employees are expected to report for work promptly. Employees will be paid for time actually worked, unless absences are for authorized leave. If an employee expects to be absent from work for any reason, the employee shall submit a leave slip for the proposed absence to the employee's immediate supervisor prior to the time the employee is to report to work consistent with the time requested off. In cases of excessive absenteeism or when the supervisor believes that an employee is abusing sick leave, the employee may be required to submit to medical certification. Unauthorized absences (those not approved by the immediate supervisor) will be grounds for disciplinary action up to and including termination and the employee shall not receive pay for the period of the absences. Unauthorized absence from work for two (2) consecutive work days or more will be considered abandonment of the job and automatic resignation without notice will result.