

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 301

Page 1 of 1

HOURS OF WORK, LUNCH AND REST PERIODS

Revised 4/21/98

Working Hours

ALA Headquarters hours of service are 8:30 a.m. to 4:30 p.m., Monday through Friday. Flexible work schedules may be arranged between employees, their managers and Department Heads to accommodate various personal situations such as attending classes at local colleges and universities, child care considerations, or difficult commuting schedules.

Flexible scheduling should not interfere with providing service to our members and customers during the hours of 8:30 a.m. and 4:30 p.m. No office should be left unstaffed as a result of flexible scheduling. The staffing needs of the unit prevail.

Each flexible schedule which varies from the 8:30 a.m. to 4:30 p.m. hours for a fulltime or part-time staff member must be approved by the appropriate unit manager and department head, and the schedule must be confirmed in writing with a copy sent to Human Resources for filing. Temporary adjustments to schedules are permitted at the unit manager's discretion.

Lunch Periods

The lunch period is one hour. Lunch periods are normally scheduled between 11:30 a.m. and 1:30 p.m. Each supervisor schedules the staff within that department or unit, allowing for office coverage at all times. Staff members are requested to eat in the staff lounge and not at their desks or elsewhere on the premises.

Rest Periods

Employees who work five or more hours a day may take a rest period or coffee break of fifteen minutes in the morning and fifteen minutes in the afternoon.

Employees who work three or more hours but less than five hours a day may take one rest period of fifteen minutes a day. Employees who work less than four hours a day normally are ineligible for rest time.