

# Shift Break Guidance for Managing Meal Periods (Employees and Timekeepers)

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## Employee behavior to train to:

1. Do not punch in/out for meal breaks unless you intend to be away for longer than your standard meal period.
  - If no punch in/out - no action required
  - If in/out punch is applied for the standard period- the timekeeper will need to cancel the auto meal deduction.
    - a. if no punch in/out- no action required
    - b. if in/out punch applied for standard period- timekeeper will need to cancel the auto meal deduct.
2. If the employee will be away mid-shift for longer than their standard meal period
  - a) Is this an extension of their meal break?
    - a) Employee should clock in/out and timekeeper will cancel the meal deduction only if the break was < 60 minutes.
  - b) Employee will take their regular meal later (not part of their interruption)
    - a) If they will still receive a meal later in the shift (which they don't clock in/out for) - the auto deduct remains and no action is required.

