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Subject: Center Based Employee Break Policy  
Source: Performance Standards 1304.52 (g) (4)

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### **PURPOSE**

To provide guidelines for Center Based employees about official break periods during normal operating hours.

### **SCOPE**

This policy applies to all Center Based employees of NTPCDI.

### **POLICY**

- A. NTPCDI center based employees will work an eight hour day Monday-Friday unless otherwise stated in the employee's job description.
- B. During normal operating hours all center based staff may be provided one 10 minute break period in the morning and one scheduled lunch break.

### **PROCEDURES**

- A. The Center Coordinator will provide all center based staff with a schedule of appropriate break and lunch times as well as a schedule for needed substitution.
- B. Employees will not be allowed to accumulate or save break time. This time will not be used as an authorization to leave early unless approved by the employee's direct supervisor.
- C. If the employee needs an unscheduled break, they should notify their direct supervisor or designee via the telephone system.
- D. The direct supervisor will provide an appropriate substitution for employees to insure that each teacher working exclusively with infants and toddlers has responsibility for no more than four infants and toddlers and that no more than eight infants and toddlers are placed in any one group.