



# Monarchs Breaks Policy

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## Policy Brief & Purpose

Our **employee breaks policy** describes how employees should take breaks during their workday. We want our employees to be able to rest, eat, relax, etc for some time during their workday to foster a pleasant workplace.

Breaks may be mandated by local law. We will comply with these guidelines at all times.

## Scope

This policy applies to all our employees.

### *Policy Elements*

Our employees can take the following breaks at work:

**Meal breaks.** We provide all employees who work more than five hours on a given day with a 30-minute meal break. They will be scheduled to take it within two to four hours from the beginning of their workday. If you work longer than 10 hours in one day, you can take a second meal break. These breaks are generally unpaid for non-exempt employees, unless local law states otherwise and you do not have to remain on premises.

**Rest breaks.** Our employees can take one paid 10-minute rest break for every four hours worked. So, if you work six hours you may normally take one rest break.

**Restroom breaks.** Employees can take reasonable toilet breaks, whenever they need to, as part of their workday.

**Breastfeeding breaks.** Employees who want to pump/express milk can use a private space in our facility. A general provision for these unpaid breaks is 15 minutes.

### **How working hours are affected**

Meal and breastfeeding breaks won't count against your standard working hours or overtime. When possible, these breaks will be scheduled in advance to avoid any negative impact on our operations. For example, if you work in the office, we will schedule lunch time, so someone will always be available to answer customer requests.

Rest and restroom breaks are included in your working hours and are paid as normal.

### **Mandatory breaks**

Local law makes meal breaks mandatory. In this case, please take time to have a meal as scheduled, no exceptions will be applicable. Failure to comply may result in disciplinary action.

To safeguard your health and productivity, your manager may ask you to take a break if you haven't taken one for more than four hours.

**Working during breaks**

We expect that employees will not be working during their breaks. If you need to perform any kind of work (e.g. answering calls on your phone), we will pay your normal compensation for that time. Also, you will be paid as normal when you are obliged to remain on company premises during your meal break for a work-related reason (e.g. a fellow employee is late to relieve you.)

**Unforeseen breaks**

We want our employees to feel well and be productive while working. If you become indisposed or experience another issue, ask your manager for an impromptu break. Ask for a sick leave or partial PTO if you believe that you need a break lasting more than 30 minutes.

**Breaks for minors**

Local law may have special provisions for minors regarding their breaks. We will follow the law and ensure our underage employees rest adequately during their workdays.