

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES DIVISION CHAPTER VIII (B) Attendance And Leave</b>
Originating Agency: CEO-HR	Last Issued/Revised  2018	<u>Policy No. Chapter VIII (B) - 1</u>  REST PERIODS
Policy Change Requires:	<input type="checkbox"/> Board of Supervisors Approval <input checked="" type="checkbox"/> CEO Approval	
Forms Change Requires:	<input type="checkbox"/> CEO Approval	

**POLICY**

1. Each County of Ventura employee is allowed a 15-minute rest period in both the first half and second half of the workday, when such breaks do not interfere with County business or public safety.
2. It is the responsibility of the agency/department head to designate the time of rest periods and to determine whether or not the employee should leave the workstation area.
3. It is intended that the 15-minute period be the total time spent away from a workstation.
4. Rest periods are not cumulative. Also, it is not intended that an employee use rest periods to arrive to work late, leave work early, or extend lunch/meal periods.