Lunch Break Policy

Employees are entitled to a daily 30-minute, unpaid, and uninterrupted lunch break. If desired, a lunch break can be taken between the hours of 12:00 p.m. to 2:00 p.m.

Lunch breaks must be coordinated in a staggered schedule by the clinical manager and practice manager to ensure the front desk is always covered. However, it is the office manager’s responsibility to ensure the phones and reception desk are manned at all times. The phones or office must never be left unmanned during work hours.

In choosing to have a 30-minute unpaid lunch break, you cannot handle any work-related actions, including answering the phone, checking or answering emails, or any possible action related to your job.

A lunch room is provided for employees to eat their lunch. Any employee who chooses to eat at their desk must not eat food with strong odors, and the food must be kept out of sight from the patients. The employee must also take small bites so their mouth is not too full should a patient approach the front desk. All drinks should be kept out of sight and, when finished, thrown or put away.

Click or tap here to enter text.

Click or tap here to enter text.