

# Sample Policy: Meal Breaks

*The following sample policies were excerpted from [The Book of Company Policies](#), published by HR Specialist, © 2007. Edit for your organization's purposes.*

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## **Sample Policy 1:**

“All employees who work a 7.5-hour day will receive a daily, one-hour, unpaid lunch break. Your supervisor has discretion for authorizing other breaks for personal need.”

## **Sample Policy 2:**

“We eat lunch any time between 12 and 2 p.m. For lunchtime, we offer full-day employees two alternatives:

- You can clock out for lunch and take a full hour. This gives you time to go out if you want to. When you finish your lunch hour, you clock back in.
- If you work a full day, you can take one-half hour for lunch, eat in the shop and not clock out.

“People who work part days will not be paid for lunch. You should eat before coming, or punch in when you have finished eating and are ready to work.”