

Meal Periods, Breaks, Restricted Leave

1016.1 PURPOSE AND SCOPE

This policy regarding meals and breaks is superseded by the affected employee's collective bargaining agreement. If not covered in the employee's collective bargaining agreement, this policy shall conform to and be guided by the policy governing all City employees that has been established by the Mayor (820 ILCS 140/3).

1016.1.1 MEAL PERIODS

Sworn employees shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor. All sworn employees will receive a 30 minute paid meal period in accordance with the collective bargaining contract. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City.

Non sworn employees, such as Animal Control Officer and Police Services Representatives will receive a 30 minute unpaid meal period in accordance with the AFCME contract.

1016.1.2 BREAKS

Non sworn employees will receive two 15-minute breaks for every eight hours of continuous work.

1016.2 RESTRICTED LEAVE

Employees upon request may use up to one hour of paid leave or more if authorized by the collective bargaining agreement to donate blood every 56 days (820 ILCS 149/10).

Employees with the approval of a supervisor are entitled to take up to two hours of paid leave to vote (10 ILCS 5/17-15).