

# THE UNIVERSITY OF TOLEDO MEDICAL CENTER STERILE PROCESSING DEPARTMENT PROCEDURE

**SUBJECT: EMPLOYEE BREAKS**

**PROCEDURE NO: SP1-1**

## **PROCEDURE STATEMENT**

Employees in the Sterile Processing Department will adhere to established guidelines for breaks.

## **PURPOSE OF PROCEDURE**

To establish a uniform procedure for governing employee breaks. To help run the department efficiently, it is essential that all staff adhere to established break periods.

## **PROCEDURE**

1: Employees are allotted 2 – 15 minute breaks and 1 – 30 minute lunch break as determined by the union contract.

2: Breaks may be taken individually or in any combination as long as the supervisor or lead tech is in agreement and the break configuration does not adversely affect department operations. Breaks are coordinated by the shift supervisor or lead tech along with the employee.

a: Two people working in the same assignment may not take their breaks at the same time. Unless authorized by supervisor or lead tech.

b: Two people working in the same assignment may not leave the department together. Unless authorized by supervisor or lead tech.

For a and b above: Work within the assigned area must be caught up or complete. Once approved, the employees will let the supervisor know when they leave, where they are going and when they will be back.

c: Two employees working in the same assignment may not leave campus together under any circumstances.

Breaks should be taken two hours after start of shift and two hours before end of shift. Any variation should be communicated with the supervisor or lead tech.

Reviewed/Revised

2010

1/28/2014

1/21/2020