



- ◆ The immediate work area is that area in which the employees work station is located, or is that area or building in which the employee is providing or delivering work effort. The immediate work area moves from place to place for most of our employees: ground keepers, equipment operators, building service operators, etc.
- ◆ Each break begins with the stoppage of work and ends when the work recommences. Any travel time occurring during or related to the taking of a break, is considered to be part of the break. To minimize or eliminate traveling, it is encouraged for an employee to carry a meal box or thermos during the work shift.
- ◆ When necessitated, employees should take relief breaks at the nearest facility and immediately return to work.