

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Meals & Breaks	<b>SECTION:</b> M <b>POLICY:</b> 2
<b>DATE:</b> September 2004 <b>REVISION DATE:</b> January 2006	<b>Administrator's Signature:</b> _____	

**MEALS AND BREAKS**

**POLICY:**

Leamington Mennonite Home values its employees, providing a staff lounge, designated smoking area and private staff patio for meal and breaks.

**PROCEDURE:**

- All staff are entitled to a ½ hour unpaid meal break for each 8-hour shift worked.
- Employees will be allowed a 15-minute rest period with pay, during each half shift, as near to the midpoint of the half shift as is practical.
- If a staff member wishes to leave the building during their lunch period, they must notify their immediate supervisor and sign out daily.
- Staff can purchase the noon hot meal by signing the meal sheet located in the kitchen. The sign off sheet gives approval to an automatic payroll deduction for the meals as follows:
  - Full Meal - \$4.00
  - Dozen Zwieback - \$3.00
- At present only the noon meal will be offered as a full meal.
- Meal Portioning
  - Meals will be plated by the cook at noon after the residents have been served. It will be the staff's responsibility to reheat if needed. For any evening staff who order meals they will be portioned and put in takeout containers.
- No money is to be exchanged for meals in the kitchen.