

## Hours of Work Policy

**THIS POLICY**

Policy Number: 302

Effective Date: 11/01/02

**REPLACES POLICY**

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PAGE: 1 of 1

**Policy:**

Wesley Woods Senior Living, Inc. has established a standard work week (40 hours) and work day (8 hours plus 0.5 unpaid lunch) that meets the unique needs of our residents and patients and is in accordance with applicable Federal and State laws and regulations.

**Guidelines:**

1. Our work week begins at 12:01 a.m. Sunday and ends the following Saturday at 12 midnight.
2. The standard working hours schedule and days of work applicable to administrative, professional and clerical personnel is 8:30 a.m. to 5 p.m., (including a ½ hour unrestricted and unpaid lunch period and two 15 minute breaks) Monday thru Friday. At the supervisors discretion, the two 15 minute breaks may be added to the ½ lunch to have a 1 hour lunch break.
3. Due to the nature of our business, some departments at Wesley Woods require employee coverage on a twenty-four (24) hour basis. The department supervisors in these areas will schedule appropriate staff to meet these operational requirements and modify break schedules as needed.
4. Department supervisors with responsibility for employees working shifts will post a weekly staffing schedule.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.  
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources  
Date Reviewed: 11/01/02 Last Reviewed: 09/01/2007 Adair Maller, Director Human Resources