

TOWN OF SOUTH BRISTOL

Policy & Acceptance Form

Voluntary Lunch Break With Out Being Relieved

The Town of South Bristol complies with the required meal periods for employees as set forth in New York State Labor Law Section 162. Town of South Bristol employees are entitled to an uninterrupted 30 minute lunch break between 11:00 a.m. and 2:00 p.m. for workdays of six hours or more.

The New York State Labor Law does permit the Town to offer employees, on a voluntary basis, a lunch break without being relieved when only one person is on duty, or if there is only person in a specific occupation. Employees in the position of Planning Board Secretary, Assessor and Bookkeeper to the Town Supervisor are eligible for this voluntary program effective April 14, 2014.

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Please check the appropriate box below, sign, date and return this form to the Town Supervisor.

I choose to accept a lunch break without being relieved on those business days where I am eligible for an uninterrupted lunch break as set forth in the Town of South Bristol Employee Handbook. I understand that this form will be placed in my personnel file and that I have the right to change my election with a four business day notice to the Town Supervisor.

I choose to accept an uninterrupted lunch break as set forth in the Town of South Bristol Employee Handbook. I understand that this form will be placed in my personnel file and that I have the right to change my election with a four business day notice to the Town Supervisor.

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EMPLOYEE SIGNATURE

DATE

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TOWN SUPERVISOR SIGNATURE

DATE