

**We have just moved to 10-hour shifts. I was wondering what type of break schedule other members offer for 10-hour shifts. How many breaks do you give your employees and how long are the breaks?**

***Summary: no clear favorite method, but a lunch with two breaks was mentioned the most.***

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When our company runs 10 hour shifts we allow a lunch break of 20 minutes (paid) and 2 - 10 minute breaks, one in the morning and one in the afternoon.

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We give a 10 min. and 15 min. break per 10 hr. shift (Employees can combine and take one 25 min break if they like)

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We give a half hour for lunch – not paid, and two 15 minute breaks that are paid.

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We run a 2nd shift combination of 9 hour & 9.5 hour shifts and being the shift only involves a couple employees, we allow two 10 minute breaks and a 30 minute lunch break, which the employees take at their own discretion. This has worked out very well for us as well as the employees. They do however take those breaks at the same time, being they are working as operator and helper.

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20 min paid break for lunch. Other breaks at employees discretion. We are a non-smoking environment.

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We do not work ten hour shifts (*Editor's note: response from two members*).

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Our break schedule for our production groups is the same, whether 8-hours or 10-hours: a paid 20-minute lunch break and a 10-min paid break later in the shift. My recollection is that you don't need to provide an additional break period until working over 12 hours or a double shift.

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We have a three break schedule on a 10hr shift of 6:00-4:30.  
Break 1 – 8:00-8:15  
Break 2 - 10:00-10:15  
Lunch – 12:00-12:30  
Break 3 – 2:30-2:45

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We have been on 4 10's for several years now.

1st shift works 6:00am to 4:30pm. 10 minute paid morning break, 30 minute unpaid lunch, 15 minute paid afternoon break.

2nd shift works 4:30pm to 3:00am. 10 minute paid evening break, 30 minute unpaid lunch, 15 minute paid late night/overnight break.

Previously they would have received 2 10 minute paid breaks, so we extended one break by 5 minutes (paid).

Our employees love the 4 10's.

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Our 10-hour shifts are treated like our 8 hour shifts: employees in production receive two 15-minute paid breaks. We add a 3rd break of 20 minutes for 12 hour shifts.

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Back when we ran 10hour shifts, we added one 10 minute afternoon break. So then the employees had a 15 minute break about 3 hours into their day, then a 20 minute lunch break at 5 hours in and the added 10 minute break at 8 hours into their 10 hour day.

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10-20-10 unpaid

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Employees receive one 30 min. lunch break for their 4 day work week.

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We work straight 8 or 10 hour shifts with all breaks paid. We do one ten minute break every two hours.

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For a 10 hours day we give 1 additional break. Example

10 hours per day

Start time 5am- 1<sup>st</sup> break would be 10 minutes at 6:50am paid

2<sup>nd</sup> break would be 20 minutes at 8:55 am paid

Lunch 10:55 am to 11:30am non paid we allow extra 5 minutes because our staff has to wash up.

3<sup>rd</sup> break would be 12:55 pm to 1:15 pm

End of shift 3:30pm

So about every two hours due to standing positions.

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We provide one paid 20 minute break regardless if working 8, 10 or 12 hours.

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WE give our employees two twenty minute breaks with 10 hour shifts are involved. I would suggest the member check into their state laws.

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I will assume that the question relates to five days of work at 10 hours per day due to a work load increase of a two shift (or one shift) operation.

#### THE RULES FOR BREAKS

In Wisconsin (unlike many states) and by Federal law there is NO requirement to provide a break at all if the employee is over 18. However, an unpaid lunch break or other break of less than 30 minutes “free from work” is considered to be paid time.

A few examples – a bathroom break is paid. A continuous 30 minute lunch break is not paid. Eating “on the job” is compensable. Three 10 minute breaks are compensable.

The Employer and Employee may come to a mutual agreement as to compensation prior to the days of work. In the alternative, a group of employees working on a particular piece of equipment (a press, an online folder or inserter, etc.) could come to an agreement jointly and get management to “sign off” as well. While another group could come to a different agreement and management could agree to that as well. At the end of the day – GET ALL EMPLOYEES (GROUPS) SIGN OFF ALONG WITH MANAGEMENT – your payroll department will love you as will the Department of Labor (should you be audited)!

I would offer one last suggestion – As long as production/delivery times are not impacted by the decision let the employees take an active role in the decision and not “big brother.” Their “buy in” will make the transition smoother! One way to present this is – “I would like to put more money in your pocket rather than hire new employees.”

#### MONETARY CONSIDERATIONS

For purposes of discussion, let us assume that the group earns \$200.00 per hour or \$2,000.00 per day. On the fifth day, they will earn \$300.00 per hour \$3,000.00 per day.

Although you probably will not pay any additional monies for benefits, you will pay 7.65% for the employer’s portion of FICA.

How does your Vacation/ Leave time policy read? Are they accruing additional time off and when you need them will they be available? What is that cost?

Have you factored in the additional Work Comp (only straight time earnings are considered) exposure due to the longer hours?

#### OTHER CONSIDERATIONS

Have you thought about what happens if:

1. An employee calls in sick and another employee( who didn’t agree) takes their place? What do you do?
2. What if one line remains busy and the other slows down or breaks down? What will you do?
3. Will you allow employees to switch lines to accommodate their schedules?
4. What about planned vacations – especially for the lead operator? Do you have a plan?
5. Is there a set up not requiring the entire group? Do the balance start later or does the setup crew come in early?