

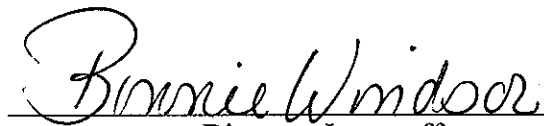
WORK SCHEDULES AND REST PERIODS

Intrastaff recognizes a regular workday to consist of 8, 10, or 12 consecutive hours, exclusive of meal breaks. Immediate supervisors on the assignment schedule rest periods when staffing and/or patient care permits. Intrastaff employees may be scheduled by their supervisor to take two 15-minute paid breaks and one 30 minute unpaid meal break, according to the number of scheduled work hours. Employees are eligible for a 15-minute rest period after six (6) hours of work.

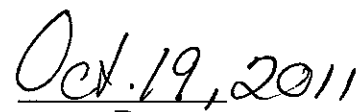
Should it not be feasible for the assignment supervisor to grant a meal break due to staffing shortages or patient care issues, it is the responsibility of the employee to circle the designated "N" in the Break Taken column to indicate this information clearly.

It is not acceptable for an Intrastaff employee to take a rest period or meal break without proper approval from their supervisor. Should an Intrastaff employee take an unauthorized break, it will be considered a rule violation and the employee will be disciplined.

APPROVAL:



Director, Intrastaff



Date