



August 16, 2005

Operations Directive

OD-400-30-5: Screener Meal and Rest Breaks

Expiration: Indefinite

This Operations Directive cancels and supersedes Aviation Operations Directive 400.30.3-2A – Screener Meal and Rest Breaks, dated December 8, 2003.

Summary

This directive provides guidance concerning meal and rest breaks during an employee's work shift. Federal Security Directors (FSDs) are permitted to schedule their employees in a manner that best serves their needs, to include both full-time and part-time scheduling, standard, and extended shifts.

Procedures

Screening supervisors must ensure adequate coverage at all duty stations at all times. A meal or rest break for each staff person will not always occur at the halfway point of their shift or at the same time each work day. FSDs are strongly encouraged to work with screening supervisors to allow for all breaks to be taken within reasonable timeframes.

A. **Meal Breaks**

FSDs shall provide one 30-minute unpaid meal break per employee for every 8 hours of scheduled duty. For employees scheduled for less than 8 hours of duty, FSDs may provide one 30-minute unpaid meal break per employee after 6 hours of scheduled duty.

B. **Rest Breaks**

FSDs shall provide at least one 15-minute paid rest break per employee for every four hours of scheduled duty. FSDs may provide additional 15-minute paid breaks as necessary. FSDs retain the authority to reduce or eliminate a rest break.

Employees shall not be permitted to take their 30-minute unpaid meal break or rest break(s) at the start or end of a shift, or skip the break altogether, in order to reduce their time on duty. Employees must work the full length of time as scheduled, even if they elect to skip the 30-minute unpaid meal break or rest break(s). The unpaid meal break and paid rest break(s) may be combined under exceptional circumstances, as approved by the screening supervisor.

Point of Contact

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/s/

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