

Lunch and Break Time Policy - Employee Manual

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INTERNAL ONLY

To support employee well-being and maintain productivity, MICROSOVL Technology Corporation requires all full-time employees to take a daily lunch break.

- Employees must log out for a **minimum of 30 minutes** and a **maximum of 45 minutes** each workday for lunch.
- If an employee chooses to take the full 45-minute break, they are expected to make up the additional 15 minutes within the same workday.
- If more than 45 minutes is needed for lunch on any given day, employees must discuss and receive prior approval from their supervisor.
- Employees must take a **15 minute break** away from your work place, in the morning and again in the afternoon without logging out.

This policy is designed to encourage healthy work habits and ensure a balanced workday for all team members.