



Break and Lunch Protocol

1. **Leadership Discretionary Approval:** All breaks are granted at the discretion of the shift lead and manager, based on operational needs and staffing levels.
2. **Standard Break Duration:** The average break is **5-15 minutes**. Breaks should be taken in a timely manner and baristas are expected to return promptly unless otherwise discussed.
 - a. Shift Lead or Managers may delegate breaks by stating: "Go ahead and take your 15."
 - b. **Sprouts Solo Shifts:** When working solo, breaks must follow the "Back in 5 minutes" signage. Baristas should time their breaks so customers are assisted promptly and app orders are handled without delay.
3. **Extended Breaks:** Any break **longer than 20 minutes** requires the barista to **clock out** and clock in upon return.
4. **Communication:** Staff members must communicate with the shift lead/management before beginning any break and must confirm return time if deviating from the 5-15-minute average.
5. **Flexibility and Team Consideration:** Break times may vary depending on store activity and should be coordinated to ensure continued service and support across the team.

Note: Arizona law does not require employers to provide rest breaks. However Press Coffee has empowered our shift leads and managers to delegate paid 15 minute breaks as a courtesy to our staff.

Violations of the break and lunch protocols will be subject to disciplinary action up to and including termination.