

# SalesLabX

## OFFICIAL MEMO

**To:** All SLX Team Members

**From:** SLX People Ops

**Subject:** SLX Working Hours and Break Policy

Hi team,

I'm writing to clarify expectations surrounding our organization's working hours and break policy to ensure everyone feels empowered to achieve healthy work-life balance while fulfilling their 40-hour work week commitments in their full-time roles.

### Working Hours

- **Standard workday: Monday - Fridays approximately from 9:00 AM - 5:00 PM CST**
  - At a minimum, all team members must be available during these core hours.
  - In this context, *available* means at the computer working and easily reachable by chat or video call in a distraction-free environment
  - With breaks included in the work day, most team members will need to work a little earlier or later than those core business hours in order to accommodate the needs of our clients and meet their 40 hour minimum requirement for a full time salaried position.

### Flexible Break Policy

We recognize that everyone's daily rhythms and needs are different, and these can vary day to day. Our break requirements reflect this understanding:

#### 1. Lunch Break

- Take 30-60 minutes for lunch daily
- Timing is flexible and at your discretion to accommodate your personal schedule and workflow

## 2. Additional Breaks

- You are required to take two 15-minute breaks each day in addition to your lunch break.
- We encourage you to take these breaks at times that work best for you, whether that's between focused work sessions, after challenging sessions, or whenever you need to recharge, as long as it doesn't disrupt our ability to meet client needs.
- You have the freedom to space these breaks throughout your day in whatever way best supports time sensitive clients' needs, your productivity, and wellbeing.
- If you have a need to be away from your desk and unresponsive between the hours of 9am and 5pm for any amount of time in addition to your lunch break and two required 15 minute breaks, you have two options:
  - Request PTO for the hours you will be away, at least two weeks in advance in accordance with our [Paid Time Off Policy](#)
  - Request special approval from your direct lead to block off that time in your calendar and then make up those hours earlier or later in the day or week.

## Calendar Management

- It is required to block off your intended break times in your calendar daily
- Label these as "Break" or "Lunch" to help teammates know when to expect you back
- Consult with your direct lead if you need to adjust these blocks as needed to accommodate your changing schedule
- This transparency helps maintain smooth team collaboration while respecting everyone's need for uninterrupted break time

## Implementation

- These changes take effect immediately
- Please update your calendar settings to reflect your intended break times
- We encourage you to fully utilize these breaks to rest, recharge, and maintain your energy throughout the workday

The flexibility in break timing is intentionally designed to support you in managing both your professional responsibilities and personal needs. We believe that when you have the freedom to take breaks when you most need them, you'll be better equipped to do your best work.

If you have any questions or concerns about these changes, please don't hesitate to reach out to People Ops.

Thank you for your continued dedication to our team.

Best regards,  
Charnay Parks  
SLX People Ops