

REST & MEAL PERIODS 506

Effective Date: 02/01/2016

Each workday, regular full-time nonexempt employees are provided with one unpaid meal period, the length of which is determined by the Department Head. In general, shifts exceeding five hours of work require a minimum 30-minute uninterrupted break between the 3rd and 5th hour. Exceptions may be made where approved by the Department Head and where the employee voluntarily agrees. Employees may be permitted two paid rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods.

Employees are generally required to take an unpaid meal period of at least 30 minutes, and are not permitted to perform work during this time (unless specifically authorized by a supervisor). Similarly, employees are strongly encouraged to take their breaks, and not to perform work while on break. Typically, employees are not allowed to combine their breaks, take them with their meal periods, or use them to leave early with pay. Since break time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.