Purpose
To define rest and meal periods with the University’s standard working hours of 8:00 a.m. to 5 p.m.

Policy
The University supports rest periods and meal periods even though they are not required by the Fair Labor Standards Act (FLSA).

Rest Period Breaks:
• A rest period of fifteen (15) minutes in the middle of each (approximate) four-hour work period is considered compensable (paid) time. Rest periods may not be used to:
  ✓ offset late arrival or early departure from work;
  ✓ to extend the meal period; or
  ✓ to accumulate as paid time off from one day to the next.
• Rest period breaks that are greater than fifteen (15) minutes are not compensable.
• Smoke breaks are in lieu of, and not in addition to, an employee’s normal rest period break.
• All rest periods must be pre-approved by the employee’s immediate supervisor.
• All employees must remain on University premises during their compensable rest periods due to related safety and workers’ compensation reasons.

Meal Period Breaks:
• A meal period lasting thirty (30) minutes or longer is not considered compensable time according to the FLSA. A meal period of less than thirty (30) minutes and approved by the respective supervisor is considered time worked, and therefore, compensable.
• Meal periods may not be used to offset late arrival or early departure from work.
• If work is being performed and the employee is not relieved of his/her duties during a meal period, then the time would be considered compensable.
• An employee must be released of all their duties and responsibilities during the meal period.