



HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: Other Important Information and Procedures

Number: 3091

Subject: Rest and Meal Period Breaks

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Applies To: Non-Exempt Employees

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Sources:

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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.