

**MISSISSIPPI STATE UNIVERSITY  
MEAL AND REST PERIODS  
POLICY AND PROCEDURES**

**PURPOSE:**

To establish meal periods and rest periods as defined by the University.

**POLICY:**

The University provides unpaid meal periods of at least thirty (30) minutes to one hour for all employees. Department/unit heads have the authority, but are not required, to provide rest periods for non-exempt support staff employees. While exceptions to the usual departmental meal or rest periods may occur, non-exempt support staff employees who are required to work during the meal period must be paid or granted compensatory time in accordance with University procedures for Overtime/Compensatory Time [#60-311](#).

**PROCEDURE:**

Meal Periods

Employees are authorized one unpaid meal period, typically one hour but not less than thirty (30) minutes, during each workday/shift. The employee must be completely relieved of all duties during this period. Department/unit heads have the authority to schedule the meal period to accommodate the needs of the department.

Rest Periods

Non-exempt support staff employees may be authorized by their supervisor and/or department/unit head to take a paid rest period of up to 15 minutes for each four-hour work period.

Rest periods are not cumulative and employees must not use rest periods to offset late arrival or early departure from work, to extend the meal period or to accumulate paid time off from one day to the next.

**REGULATION/LAW**

Fair Labor Standards Act

**REVIEW:**

This policy and procedure will be reviewed by the [Director of Human Resources Management](#) at least every four (4) years.

HRM #60-321  
Effective 4/1/94  
Revised 10/08/03  
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Reviewed 10/02/12

Recommended by:

/s/ Judy Spencer  
Director of Human Resources Management

06/01/12  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President

06/11/12  
Date

Reviewed by:

/s/ Lesia Bryant  
Director of Internal Audit

07/02/12  
Date

/s/ Joan L. Lucas  
General Counsel

07/18/12  
Date

APPROVED:

/s/ Mark Keenum  
President

10/02/12  
Date