



HRM 60.321: MEAL AND REST PERIODS

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 OP 60.311 Overtime-Compensatory Time.

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 Chief Human Resources Officer at least every four years.

REVIEWED:

/s/ Leslie Corey 10/9/2023
Chief Human Resources Officer Date

/s/ David Shaw 10/11/2023
Provost and Executive Vice President Date

/s/ Tracey N. Baham 10/11/2023
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 10/30/2023
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 11/27/2023
President Date