

MEAL BREAKS AND REST PERIODS

Meal Breaks

Each workday of eight (8) or more hours should include either a one (1) hour or a half (1/2) hour unpaid meal break. The Operations Manager and/or Department Administrator will determine the scheduling and length of meal breaks to meet operational needs in a fair and reasonable manner. Meal breaks may not be scheduled at the beginning or end of the work period or appended to a rest period.

Rest Periods

Each workday should include one (1) fifteen-minute paid rest period for each four (4) hours worked in a workday. Such rest periods should be taken approximately in the middle of each four-hour period and shall not exceed fifteen (15) minutes whether or not the employee chooses to leave the work area. Rest periods may not be scheduled at the beginning or the end of a work period or appended to a meal break or another rest period.

Rest periods are considered as time worked and are provided by the University to the employee. As time worked, employees may not use rest periods for the purpose of making up absences or late arrival. The University provides rest periods to allow employees to refresh themselves, and to conduct limited personal business, such as making personal telephone calls. The employee's immediate supervisor may schedule rest periods according to operational needs. Supervisors should do this in a fair and reasonable manner.

Issues or concerns regarding meal breaks and rest periods should be brought to the Operations Manager.

From UAPPM Policy 3300, Section 6.