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ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

SUBJECT
UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC
REST PERIODS

Rest periods provide a time when employees may visit, socialize, take coffee breaks, etc., during the working day and should be scheduled when employee workload permits. These periods of fifteen (15) minutes each may be granted by supervisors once in the morning, normally between 9:00 a.m. and 11:00 a.m., and once in the afternoon, normally between 2:00 p.m. and 4:00 p.m., for full-time employees who work from 8:00 a.m. to 5:00 p.m. Supervisors should schedule rest periods for full-time employees working other than the normal work day accordingly.

An employee scheduled to work more than four (4) hours but less than eight (8) hours per day should be granted one (1) rest period per day by his/her supervisor at a time selected by the supervisor.

Rest periods may not be accumulated to be taken at a later date, nor may they be used to shorten the normal work day.