

<b>Policy title</b> Work Breaks	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Administrative Council

## Policy statement

During each four-(4) hour working period, an employee is allowed one paid fifteen-(15) minute rest period which is limited to fifteen(15) minutes of absence from the job.

- The rest period is preceded by and followed by an extended work period; thus, it may not be used to cover any late arrival to work or early departure, nor may it be regarded as cumulative if not taken.
- Rest periods are to be scheduled by the supervisor, who will advise an employee of the scheduled time and place for such rest periods.
- Rest periods are scheduled in accordance with operational needs of the work unit and, due to work requirements a rest period may be canceled entirely.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.