

## **Rest and Meal Breaks for Student Employees**

Classified employees regularly assigned six or more hours per day shall be allowed two fifteen-minute rest periods during each day, to be set by their supervisor; one such rest period to be taken during the first half of the shift, and one to be taken during the second half of the shift. Rest periods are not cumulative nor can they be combined with meal breaks to shorten the workday. Employees working less than six hours shall be entitled to one fifteen-minute rest period during each day.

1. All employees regularly assigned five or more hours per day shall be entitled to an uninterrupted lunch period. The lunch period shall be unpaid and shall be for at least thirty minutes. The lunch period shall be scheduled near the midpoint of the employee's workday. The employee may waive the lunch period if working 5 hours, but will be required to take the lunch break if they work 6 or more.
2. Those employees who are authorized to work on a day other than their normal scheduled work day shall take the lunch period unless the employee's supervisor specifically authorizes the employee in advance to work through the lunch period and leave early.