



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Rest Periods (Breaks)

Policy:

Rest periods or breaks may be offered at mid-morning and mid-afternoon and will not exceed 15 minutes per break. Such are not required and may be withdrawn by the supervisor. Time not used for rest periods cannot be substituted for time off at the end of the work period, extension of the lunch period, or at the beginning or end of a vacation or sick leave period. It cannot be accumulated to provide for a prolonged time-off period. Scheduling of rest periods for individuals should not interfere with the department's normal operations.