

MANUAL  Student Employment Office Office of Career Services	SECTION  Employer's Responsibilities to Student Employees	PAGE  1 / 1
SUBJECT  <b><i>Meal Breaks and Rest Periods</i></b>		REVISED

Rest Periods

While no requirements to provide rest periods exist, paid rest periods not exceeding 15 minutes each may be authorized for student employees during the scheduled hours in the work day, as may be appropriate to the needs of the operation. In general, a rest period should not be provided to an employee who is scheduled for less than one-half day of work (4 hours). Student employees should be allowed comparable rest periods where they are established for support staff in a departmental work unit.

Lunch Periods

A student employee who is expected to work 7 1/2 continuous hours or longer shall be permitted a lunch/meal period of at least 30 minutes in length (unpaid). The meal period is to begin no later than 5 hours after the start of the work period. Paid meal periods of less than 30 minutes duration may be scheduled when the student employee cannot be fully relieved of work duties because of operational necessity.

As an example in application to the above guidelines, if a student employee will be working eight consecutive hours, the student employee would be provided a 30 minute unpaid lunch period and may also be allowed two paid rest periods of up to 15 minutes each during the work day, depending on departmental requirements.