

ADMINISTRATIVE REGULATION

**Subject Category: ADMINISTRATIVE &
PERSONNEL MATTERS**

BREAKS AND LUNCHESES

I. PURPOSE

To establish guidelines governing employee rest breaks and meal periods. Rest breaks and meal periods are permitted in order to maintain high levels of productivity and allow employees to eat and attend to other physical and mental health needs including rest.

II. DEFINITIONS

Rest Breaks: A paid time period of 15-20 minutes during which the employee is not required to perform work.

Meal Period: A break which is provided in order for the employee to eat and during which the employee is not required to perform work.

III. PROCEDURES

- A. Where provided, the length of each position's meal period under an alternate work schedule will be the same as provided under the position's basic work schedule that was in effect on March 27, 1991.
- B. Meal periods should occur near the midpoint of each scheduled work day and therefore should not be routinely permitted at the beginning or end of a work day.
- C. Rest breaks should not be added to a meal period to extend its length.
- D. Except as otherwise provided in BPAR No. 231, Alternate Work Schedules, rest breaks shall be 15 minutes each.

- E. One rest break should be permitted during the first half of each scheduled work day of five hours or longer and the other rest break should usually be permitted during the last half of the scheduled work day.
- F. Each rest break should be taken near the midpoint of the work day half for which it is provided.
- G. Rest breaks should not be taken at the beginning or at the end of a work day.
- H. Except as otherwise required by applicable federal or state law, each employee is eligible to take two paid rest breaks during each work day of five hours or longer.
- I. Except as otherwise required by applicable state or federal law, rest breaks shall not exceed a total of 40 minutes per scheduled work day and shall not exceed a total of 2.5 hours per calendar week.
- J. Exceptions to the above provisions in this section may be authorized by supervisors only under unusual circumstances.
- K. Except as otherwise required by applicable federal or state law, failure or inability to take rest breaks and/or meal period breaks shall not result in accrual of compensatory time off (CTO) or eligibility for overtime pay.
- L. The District complies with requirements of the Fair Labor Standards Act (FLSA) and other applicable provisions of federal and state law concerning employee rest breaks and meal periods.

Contact position: Human Resources Manager