Information

Rest Periods/Meal Periods

Effective

May 1, 1992

Number

PER-4.11

Applicability

This policy applies to University Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): November 22, 2016; December 10, 2021 (minor edits); August 24, 2022 (minor edit); April 2, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; November 22, 2016

Categories

Statement:

REST PERIODS

- Each department head shall permit one rest period during each work period of at least three and one-half hours.
- A rest period, if taken, shall be for not more than 15 minutes. It shall be at a time designated by the supervisor.
- An employee may not accumulate unused rest periods.

Note: Rest period times shall not be authorized for covering an employee's late arrival to work or early departure. They shall not be forfeited or used in any way to shorten the workday or extend a meal period, except where specifically authorized by the Vice President for Human Resources.

MEAL PERIOD

A meal period shall be permitted no later than five hours and no sooner than three hours from the beginning of the work shift. It shall be of at least 30 minutes.

NOTE: By mutual agreement between the supervisor and employee, meal periods may be occasionally shortened, lengthened or skipped.

Related Information:

Authority: KRS 337.355; US Dept of Labor 29 CFR 785.19