POLICY: Required Unpaid Break for Non-Exempt Employees (hourly)

Last Updated: June 21, 2013

It is the practice in the College of Education that all non-exempt hourly employees take a minimum of thirty minute unpaid break when the period of continuous work exceeds five consecutive hours. This break may not be used to accommodate tardiness nor to leave early. This break should be recorded at the actual times in PeopleSoft Time and Labor.

While timing of the break is under the oversight of the supervisor based on departmental needs, neither the supervisor nor the employee has the option to choose not to take the unpaid break.

Failure to take the required unpaid break can result in disciplinary action for the employee, the supervisor or both up to and including termination.