



Meal and Break Times

Meal and break times are currently provided to relax and refresh you for the day's work. Since each department's and staff's needs are different, ask your manager for the meal and break schedules for your area.

In general, all employees receive a 10-minute (paid) break when scheduled for a 3-hour shift. All employees receive a 10-minute (paid) break and a 30-minute (unpaid) break when scheduled for a 5+ hour shift.

While meal periods are counted as unpaid time, break periods are included in your paid work time. You are prohibited from performing any work while on your unpaid meal period. Nonexempt hourly employees must take a full 30-minute lunch period. Notify your manager immediately, if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

If you have questions, feel free to ask your manager or to contact the Human Resources department at (801) 280-9299.