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Policy Information

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Policy

The University of Arizona provides unpaid meal periods for Classified Staff employees. Department heads have the authority, but are not required, to establish and permit rest periods for Classified Staff employees. It is recognized that departmental exceptions to the usual departmental meal period or rest period schedule may occur.

Meal Periods

Most Classified Staff employees are authorized one unpaid meal period each 8-hour workday, and in most work areas a one-hour unpaid meal period shall be observed. The Vice President for Business Affairs and Human Resources may designate certain positions as having paid meal periods.

Break Periods

Classified Staff employees may be authorized by their department head to take a paid rest period of up to 15 minutes each four-hour work period. Since rest periods are paid time, each is considered time worked for the purpose of reporting work hours on the Employee Time Record.

Employees may not use break periods (1) to offset late arrival or early departure from the worksite, (2) to extend the meal period, or (3) to accumulate paid time off from one day to the next.

Source URL:

<http://policy.web.arizona.edu/employmenthuman-resources/meal-periods-and-rest-periods-breaks>

Links

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