

# Standard Practice Guide Policies

## Rest Periods

201.52

**Applies to:** Regular Staff with the exception of those covered by the terms of a collective bargaining agreement

### I. POLICY

There will normally be a rest period which may be taken at a time and place and in a manner which does not interfere with the efficiency of the department. The rest period will be with pay and will not exceed 15 minutes for each 4 hours of work. The rest period is intended to be a recess to be preceded and followed by an extended work period. Consequently, it may not be used to cover a staff member's late arrival to work or early departure, to extend the lunch period, nor may it be regarded as cumulative if not taken.

### Notes

This SPG was reviewed in January 2017 with no changes.

This SPG was updated in October 2023 to include links to related policies.

### File Attachments

Printable PDF of SPG 201.52, Rest Periods ([/sites/default/files/policies/Rest%20Periods%20\\_%20Standard%20Practice%20Guides%20-%20University%20of%20Michigan.pdf](/sites/default/files/policies/Rest%20Periods%20_%20Standard%20Practice%20Guides%20-%20University%20of%20Michigan.pdf))

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201.52

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University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs

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**Primary Contact:**

University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs

**Next Review Date:**

October 10, 2028

**Related Policies:**

Lunch Periods (</policy/201.31>)

Work Rules and Conditions (</policy/201.05>)

Work Schedules (</policy/201.67>)

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