

# Standard Practice Guide Policies

## Rest Periods

201.52

**Applies to:** Regular Staff with the exception of those represented by a bargaining unit

### 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.

### File Attachments

Printable PDF of SPG 201.52, Rest Periods (</sites/default/files/policies/201x52.pdf>)

**SPG Number:**

201.52

**Applies To:**

Regular Staff with the exception of those represented by a bargaining unit

**Date Issued:**

July 1, 2005

**Owner:**

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

**Last Updated:**

January 3, 2013

**Next Review Date:**

January 3, 2021

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