



## **Meal Periods and Rest Breaks Policy (Nonexempt Employees)**

### **Meal Periods**

Nonexempt employees who work more than five (5) hours in a workday are provided with an unpaid, duty-free meal period of at least 30 minutes, to begin by no later than the end of the fifth hour of work (i.e., by 4 hours and 59 minutes into an employee's shift). If an employee works more than 10 hours, a second unpaid meal period of at least 30 minutes, duty-free, is provided, to begin by no later than the end of the tenth hour of time worked.

Employees are required to accurately enter the time the meal period(s) begins and ends on time cards.

Employees may complete written meal period waivers each academic year for the following: (1) for a first meal period when their shifts will last more than five hours and will be completed in six hours or less, or, (2) for a second meal period if they will work more than ten hours, but less than twelve hours and did not waive the first meal period for such shifts.

If for any reason an employee believes he/she is unable to take or does not take a meal period, as provided, a supervisor should be notified as soon as possible and within the pay period in which such event occurs and an employee must complete the meal period exception report. When required by law, Harvey Mudd will issue meal period premiums.

### **Rest Breaks**

Nonexempt employees are permitted and authorized to take duty-free rest breaks of net, 10 minutes during their workday, one for each four hour period of work, or major fraction thereof. Rest breaks are paid and are not entered on time cards.

There is no rest break for a shift of 3.5 hours or less. For a shift of 3.5 to six hours, there is one (1) rest break; for a shift of six (6) hours and up to 10 hours in a workday, there is a second rest break; for a shift of more than 10 hours and up to 14 hours in a workday, there is a third rest break; and so on. Rest breaks should be taken in the middle of each four hour period of work insofar as practicable. For example, a person working an 8-hour shift, would have one rest break in the middle of the first 4 hours of work and a second rest break in the middle of the second 4 hours of work.

If for any reason an employee believes he/she is unable to take or does not take a rest break, as permitted and authorized, a supervisor should be notified as soon as possible and within the pay period in which such event occurs. When required by law, Harvey Mudd will issue rest period premiums.



**Both Meal Periods and Rest Breaks**

Meal periods and rest breaks are completely duty-free; this means that, during meal periods and rest breaks, employees are relieved of all duty, are not subject to call or on-duty, have turned off all pagers, radios, or other similar work-communication devices, and are free to leave the premises.

No supervisor is authorized to instruct or encourage an employee to skip a meal period or rest break, to take a short one, or to take a late one, or to interrupt meal and rest periods (absent rare, true emergencies), and employees should report any such issues to Human Resources.

Meal periods cannot be combined with or added to rest breaks, and neither meal periods or rest breaks are to be used to cover a late arrival to work or to leave early.