PAYROLL INFORMATION

REST BREAKS

Student employees are entitled to one 15 minute paid break if they are scheduled for four or more consecutive hours. Because the break is paid, employees must remain in the vicinity, and should not swipe out for the rest break. Scheduling of breaks is based on the operational needs of the work unit. In the event that an employee does not get a break, the break is lost and cannot be used during a subsequent shift. Breaks may not be taken at the beginning or end of a shift or accumulated to leave early. Employees who work less than four hours are generally not entitled to a break, either paid or unpaid.

Dining and Culinary Services employees who wish to smoke during break must remove their work uniforms (hat, apron or jacket) and must abide by the Smoking Policy.