

Meal and Rest Breaks

Nonexempt employees are entitled to a 30-minute meal break each day in which the employee works more than 5 hours. For nonexempt employees, meal periods will not be included in the total hours of work per day and are not compensable. Any nonexempt employee who is required to work through a meal break will be paid for the 30-minute period. Exempt employees are paid a salary regardless of the hours they work so they may choose to take breaks as needed. Nonexempt employees are entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

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