

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.5	Meals and Breaks	Revised	06/23/2000 12/01/2007

Audience:

All Logistics classified employees.

Purpose:

To establish guidelines for scheduling break periods during work days of six (6) hours or more.

Policy:

Employees working six (6) hours or more during a work period will be granted one meal break of:

- 30 minutes minimum (required); or
- 60 minutes maximum (30 min. required plus 30 min. optional).

Employees will be allowed optional break periods of 15 minutes for every four (4) hours worked.

Definitions:

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Procedure:

The employee selects appropriate meal breaks based on the team's monthly work schedule. Refer to Logistics Policy 1.4, Alternative Work Schedule, for additional information regarding work schedules.

With work team and supervisor approval, the employee may vary meal breaks during the month.

Approved by Leadership: _____

Date: _____

UTMB – LOGISTICS POLICIES MANUAL

An employee may not be required to work during a scheduled 30 minute minimum meal break unless 30 minutes can be provided later during the work period.

An employee may be required to work during optional breaks if work load warrants.

Breaks that are forfeited either voluntarily or involuntarily may not be used for compensatory time.

Breaks may not be accrued and taken together at one time or at the end of the work period.

Except as authorized in advance by the supervisor, an employee that chooses to work through their meal break may not use the meal break time to leave work prior to the end of their scheduled work period (even if the amount of leave time equals the amount of time worked during the employee's meal break).