

# University of Arkansas at Pine Bluff

## Faculty/Staff Handbook

Policy: **BREAKS AND REST PERIODS**

Policy #: **8.2**

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There is no designated formal rest period for employees. Where rest periods are allowed, they are limited to two fifteen minute breaks per day (one in the morning and one in the afternoon). Each department must be sure that adequate staff is on duty at all times. The University of Arkansas at Pine Bluff complies with the Fair Labor Standards Act on meal breaks.

Neither state nor federal law requires an employer to provide a break or a meal period. Meal breaks of less than 20 minutes are considered work time, and the employer must pay covered employees for those breaks. Federal law considers these short breaks time for which employees must be compensated. Bona fide meal periods (typically lasting at least 30 minutes), serve a different purpose than short rest or snack breaks and, thus, are generally not time for which employees must be compensated. The FLSA is administered and enforced by the Wage and Hour Division of the Employment Standards Administration.

Resource(s):  
Approved by:  
Approval date:  
Custodian: Human Resources

