

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.

LUNCH BREAKS

In addition to a 15 minute paid rest break, employees who are routinely scheduled for six or more consecutive hours may be entitled to a 30 minute unpaid lunch break. Employees leaving the premises must swipe out upon leaving and swipe in upon returning.

Lunch is deducted automatically for many positions. If an employee misses their lunch break, the employee should submit an exception report and their supervisor needs to cancel the lunch deduction in Kronos in order to receive pay during that period. Please check with your supervisor for the rules surrounding lunch that may impact your position. As always, we encourage employees to carefully double check their earnings statements to ensure the lunch was handled correctly.