



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Lunch Hour / Rest Breaks</b>	
Department: <b>Staff Human Resources</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>November 1993</b>
References: <b>NA</b>	Revision Date: <b>NA</b>
Web Links: Employee Collective Bargaining Agreements	Expiration Date: <b>NA</b>

## Lunch Hour/Rest Breaks

Staff Memoranda of Understanding provide employees with meal periods and rest periods. The scheduling of the meal periods is to be determined by the appropriate administrator in accordance with the requirements of the department. Meal periods should be scheduled at or near the middle of the workday. Meal periods will not be scheduled at or near the beginning or end of the workday.

If the appropriate Memorandum of Understanding provides for a rest period, the appropriate administrator shall determine the rest period schedule in accordance with the operational need of the department. Generally, an employee is allowed a fifteen (15) minute rest period for each half-day or four (4) hours worked. Rest periods will not be scheduled at or near the beginning or end of the workday.

If meal periods or rest periods are not taken, the equivalent time may not be accumulated and used at a later time.

**FORMS:** NA