**Rest Periods/Breaks/Lunches**

As a CPFM and University of Texas employee, you have the right to a 15-minute rest period for each four hours you are scheduled to work. The time of your rest period should be arranged by your supervisor. Rest periods are intended to give you a break in your work routine. They cannot be combined or accumulated to be taken at a later time, or used to shorten the regular work day, or to extend a lunch break. For example, rest periods cannot be used to leave early or make up for tardiness. Additionally, the 15-minute rest periods cannot be broken into smaller increments of time, such as three 5-minute rest periods. The full 15 minutes is taken at one time.

Travel time to and/or from a break site is included as part of your break time.

From time to time, unusual work situations may arise which prevent your supervisor from scheduling a rest period for you. These situations will not occur often.

If a section, crew, or division finds it must make a permanent deviation from this policy because of work-related reasons, prior written approval for this deviation must be obtained from the Director of CPFM before instituting a change to this policy. This is not uncommon, and should be delegated to shop supervisors. Several examples that can impact breaks and lunches are utility outages, access to client spaces, deliveries for events, time-critical construction, such as pouring concrete, etc. The supervisor may need to change your break times to accomplish work that needs to be done.

The lunch break is determined by your supervisor. Employees may not combine breaks to extend lunch hours. Non-exempt employees must take at least a 30-minute break each day, and not more than one hour.

(Please also reference University Handbook of Operating Procedures Section 9.35)