
SUBJECT: REST BREAKS (STAFF ONLY)

1.0 PURPOSE

- 1.1. To ensure that staff Employees have appropriate rest breaks during their workday while maintaining efficient operational standards.
- 1.2. The College reserves all rights afforded to it under applicable law. Nothing in this Policy or related policies, procedures, and practices of the College or the College's governing institutions shall be read to offer or constitute a legal agreement or contract or be subject to legal jurisdiction in the law or courts of any kind. The College's policies, procedures, and practices are subject to change at any time.
- 1.3. This policy supersedes all Rest Break (Staff) policies prior to the date of approval listed above

2.0 REFERENCES

- 2.1. [Code of Federal Regulations § 785.18, Rest Breaks](#)
- 2.2. [Code of Federal Regulations § 785.19, Meal Breaks](#)
- 2.3. [Fair Labor and Standards Act \(FLSA\) Meals and Breaks](#)
- 2.4. [State of Utah R610-2-3, Breaks for Minors](#)
- 2.5. [Snow College Policy 318, Corrective Action](#)
- 2.6. [Snow College Policy 329, Working Hours \(Staff\)](#)
- 2.7. [Snow College Policy 373, Wellness Activities](#)

3.0 DEFINITIONS

- 3.1. Break: A period during a work shift when an Employee is allowed to take time off from their job duties.
- 3.2. Employee: Any individual legally employed by the College in any capacity.
- 3.3. Immediate Supervisor: Employees with supervisory duties, such as making recommendations about staff-related matters like hiring, promotion, performance reviews, discipline, transfers, staffing needs, work methods, changes in employment terms, and grievances.
- 3.4. Staff Employee: Individuals who are employed in various non-faculty roles providing services that support the institution's educational mission, which include administrative, technical, and support positions.

4.0 POLICY

- 4.1. Snow College will comply with all Federal and State employment laws regarding Breaks for Employees.
- 4.2. Paid Rest Breaks:
 - 4.2.1. Staff Employees may take two paid 15-minute Rest Breaks.
 - 4.2.1.1. One Break is permitted during the first four hours of work.
 - 4.2.1.2. A second Break is permitted during the second four hours of work, provided the Employee works a full eight-hour shift.
 - 4.2.2. For minors, see Utah Office of Administrative Rules R610-2-3.
- 4.3. Lunch Break:
 - 4.3.1. Are optional and at the discretion of the Immediate Supervisor.
 - 4.3.2. Employees may be given a Lunch Break if their shifts are six hours or longer.

- 4.3.3. Are not compensable and will not be counted as part of the Employee's daily work hours.
- 4.3.4. For minors, see Utah Office of Administrative Rules R610-2-3.
- 4.4. Wellness Breaks:
 - 4.4.1. Staff Employees may take Breaks for wellness activities as per Snow College Policy 373.
- 4.5. Break Scheduling:
 - 4.5.1. The responsibility for scheduling rest Breaks lies directly with the Staff Employee's Immediate Supervisor. Staff Employees should consult their supervisor to determine the most appropriate times for taking Breaks, based on operational needs and department workflow.
 - 4.5.2. The 30 minutes allotted for Rest Breaks may not be used to lengthen lunch hours or shorten the workday.
 - 4.5.3. Any modifications to Break schedules, such as using Break time to extend lunch or alter working hours, require approval from the Vice President or their designee.
- 4.6. Restrictions on Break Time:
 - 4.6.1. Rest Breaks are not to be used to cover late arrivals, early departures, or any other time discrepancies.
 - 4.6.2. Break time cannot be accumulated or used for vacation or other time-off purposes.
- 4.7. Abuse of Break Periods: Any Employee found to be abusing the Rest Break policy—such as taking longer Breaks than allowed, misusing Break time, or neglecting Break time scheduling requirements—will be subject to disciplinary action by their Supervisor in accordance with Snow College Policy 318.