



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-7 Minor Revision1

Title: Lunch Break

Description: Establish lunch break policy.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: To clarify the University policy on employee lunch breaks.

Policy Statement: UCO administration believes that time away from work during the work-day is good for employees to allow for eating a meal, resting and relaxing, or conducting other personal business. Therefore, the University schedules an unpaid lunch break period of one hour per work-day for full-time employees, and an unpaid lunch break of shorter duration (from 30 minutes up to one hour) for part-time employees. Lunch break time is not to be accumulated, or otherwise used to shorten the workday or workweek.

Glossary of Terms:

Legal

Citation:

Campus

Links:

FAQs:

Formerly

known as:

Approved on: 05/31/2011

Effective date: 05/31/2011

Keyword(s): Lunch break, eating, meal, personal business

Last review date: 07/28/2011

Date posted: 06/28/2011

Modified By:

Date 07/28/2011

Modified: