



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-17 Major Revision1 Minor Revision3

Title: Work breaks

Description: Definition and handling of work breaks.

Category: Human Resources

Applies to: staff, faculty, student

Contact: [Human Resources](#)

Purpose: Policy regarding work breaks not related to lunch.

Policy

Statement: A brief break from work is extended to employees as a privilege and not a right. Breaks should be arranged with the supervisor or department director. The University approves up to two daily breaks of no more than fifteen minutes each for those employees who are required to stay at their workstation at all times. Break time cannot be accumulated, added to lunch periods, or otherwise used to shorten the workday or workweek.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

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Keyword(s): work, break, daily

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