



*University Staff/American Federation of State, County
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
OPERATING HOURS, REST, AND MEAL PERIODS (AFSCME)	June 2, 2017	1725.205

POLICY STATEMENT (R*)

Rest Period Breaks:

- The University supports rest periods even though it is not required by the Fair Labor Standards Act (FLSA).
- A rest period of 15 minutes in the middle of each four-hour work period is considered compensable time. Rest periods may not be used (1) to offset late arrival or early departure from work (2) or to accumulate paid time off from one day to the next.
- Rest period breaks that are longer than 30 minutes are not compensable.
- An employee must be released of all their duties and responsibilities during the break period.

Meal Periods:

- A meal period lasting 30 minutes or longer is not considered compensable time, according to the FLSA. A meal period of less than 30 minutes and approved by the respective supervisor is considered time worked, and therefore, compensable.
- If work is being performed and the employee is not relieved of his/her duties during a meal period, then the time would be considered compensable.
- An employee must be released of all their duties and responsibilities during the meal period.

REASON FOR POLICY (O*)

To define rest and meal periods within the University’s standard working hours of 8:00 a.m. to 5:00 p.m.

HISTORY (R*)

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013;
Revision Dates: August 11, 2008; November 14, 2008; June 2, 2017

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

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Division of Human Resources
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***R = Required *O = Optional**