



Operating Hours, Rest, and Meal Periods # 1710.220

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	May 7, 2025	Division of Human Resources Compensation Administration

POLICY STATEMENT

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.
- Employees are not to work during their meal periods (30 minutes or more) without the prior authorization of their supervisor. If an employee does not take a meal period of a least 30 minutes or works during the meal break, the employee must notify his/her supervisor that same day. Each employee must also clock out (or otherwise reflect on their time record) when beginning a meal period (if 30 minutes or more) and clock back in at the conclusion of the meal period.
- An employee must be released of all their duties and responsibilities during the meal period.

SCOPE

This policy applies to all non-exempt employees.



REASON FOR POLICY

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

DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

Employees are to take breaks/mealtime according to this policy to avoid time and labor fraud. Supervisors are to ensure the leave recorded is accurate before approving such time.

RELATED RESOURCES

N/A

CONTACTS

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HISTORY

Initial Effective Date: July 2005

Review Dates(*review performed, no updates*): N/A

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