

Rest Periods/Lunch Breaks

Rest Periods

As a Utilities and University of Texas employee you are normally entitled to a 15-minute rest period for each four-hour period worked. Your supervisor should arrange the time for your rest period. Rest periods are intended to give you a break in your work routine. They cannot be combined or accumulated to be taken at a later time, or used to shorten the regular work day, or to extend a lunch break. For example, rest periods cannot be used to leave early or make up for tardiness. Additionally, the 15-minute rest periods cannot be broken into smaller increments of time, such as three 5-minute rest periods. The full 15 minutes should be taken at one time.

Travel time to and/or from a break site is included as part of your break time.

From time to time, unusual work situations may arise that prevent your supervisor from scheduling a rest period for you. Hopefully, these situations will not come up too often.

Lunch Breaks

The lunch break is determined by your supervisor and the length of the lunch break is dependant on your schedule and the needs of the department. Please check with your supervisor to work out the time and length of your lunch break.

University vehicles should not be used for the sole purpose of transporting employees to or from their jobs for coffee or other beverages. Employees working on campus should carry their own coffee in a thermos or walk to the nearest lounge area where concessions are available.

Additionally, smoking or the use of any other tobacco product during rest periods and lunch breaks is prohibited on any university property. For additional information and exceptions to this policy please see the [Handbook of Operating Procedures 8-1040](#).

(Please also reference [Handbook of Operating Procedures 5-2120](#).)