

STAFF WAGE AND HOUR POLICIES

REST PERIODS

The State of California requires rest periods for all non-exempt employees. University policy provides a 15-minute paid rest period for every 3.5 hour period worked. If the total daily work time is less than 3.5 hours, no rest period need be given. Supervisors are responsible for making certain non-exempt staff employees are allowed the prescribed breaks. Rest periods must be scheduled at times convenient to the staff employee's department and a staff employee must adhere to the schedule he or she is assigned. Rest periods may not be accumulated or combined with meal periods.

Special accommodations are made for break times for staff employees who are nursing mothers. Refer to the Accommodations for Nursing Mothers policy for additional information. Questions about rest periods for non-exempt staff employees working under alternative work schedules should be directed to Personnel Services.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.

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