

# Student Employee Breaks Policy

Every student is entitled to a break for each four-hour period worked. A student may have one paid 15-minute break or two separate 15-minute breaks if scheduled to work more than four hours. Lunch breaks of half an hour (or longer) are unpaid, and are optional for students scheduled more than four hours, but up to eight hours. Students cannot combine paid breaks, nor combine paid breaks with unpaid lunches. Breaks cannot be “saved” to come in late or to leave early. A paid day should not exceed 8 hours, so students scheduled for more than eight hours will have at least a 30-minute unpaid lunch.

## General guidelines:

SCHEDULED TO WORK	PAID BREAKS		UNPAID LUNCH	EXAMPLE	PAID HOURS
4 Hours	None		None	8:00 - 12:00	4.0
4.5 - 6 Hours	15-min.	AND	None	8:00 - 1:00	5.0
	or 15-min.	AND	30-min.	8:00 - 2:00	5.5
6.5 - 8 Hours	15 min.	AND	30-min.	8:00 - 3:00	6.5
	or Two 15-min.	AND	None	8:00 - 4:00	8.0
8.5 Hours	Two 15-min.	AND	30-min.	8:00 - 4:30	8.0

Students working for long periods of time only on data entry or word processing should take a break after every 2 hours worked, to prevent excessive fatigue.

Requested unpaid lunch breaks of longer than half an hour will be considered. We will make every effort to accommodate personal preferences and individual needs, but we prefer to work out a general schedule with each student in advance for planning purposes.