

## 23. Meal Periods

Although not required, it is encouraged for supervisors to grant employees a 30-60 minute unpaid meal period for each workday of six or more hours. A supervisor may require an employee to take a meal period. Meal periods shall not be taken before one hour after the employee arrives at work, or one hour before the employee leaves work. Unlike rest periods, meal periods are not considered work time and are not paid or considered part of the 40-hour work week, unless relief is not available and the employee must work during the meal period. Scheduling of these periods is at the discretion of the supervisor, but the supervisor will attempt schedule the meal period at approximately the middle of a workday.

*Amended 7-9-15.*

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