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[MISSED/INTERRUPTED MEAL PERIOD AND NON-WORK TIME REPORTING PROCEDURES](#)

POLICY

Missed/Interrupted Meal Period and Non-Work Time Reporting Procedures

ISSUED [Download PDF\(<https://www.rochester.edu/policies/policy/missed-meal-reporting/?pdf=1>\)](https://www.rochester.edu/policies/policy/missed-meal-reporting/?pdf=1) [Email\(<mailto:?subject=Missed/Interrupted Meal>\)](mailto:?subject=Missed/Interrupted Meal)

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ON 12/
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It is the University's intent that ALL employees receive an uninterrupted meal period when they work a shift of more than 6 hours; consistent with New York State Labor Law.

The myURHR UKG system is programmed to "auto deduct" the "default" meal period (30, 45, or 60 minutes) after 6 consecutive hours has been worked.

In the rare instance that an hourly-paid employee has missed their meal period OR the meal period has been interrupted for work purposes and is unable to be provided another uninterrupted 30 minute meal period later in the same shift please follow the procedures outlined below to ensure that the employee is paid appropriately. If you have additional questions please contact ASK-UR HR at (585) 275-8747 (tel:5852758747).

Table of Contents

EMPLOYEE'S RESPONSIBILITY

SUPERVISOR/TIMEKEEPER/APPROVER
RESPONSIBILITY

Employee's Responsibility

1. Employees are required to submit accurate time records. Accurate time record should include all time worked, including overtime.

ABOUT THIS POLICY

Policy Applies To

Hourly Staff

Policy Number

172_misp

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

Daniel Salamone

Contact Information

daniel.salamone@rochester.edu (mailto:
daniel.salamone@rochester.edu)

RELATED POLICIES

Work Schedules: Meal and Rest Periods

(<https://www.rochester.edu/policies/policy/meals-rest/>)

POLICY KEYWORDS

Compensation

(<https://www.rochester.edu/policies/all/?filter%5Btopics%5D=326>)

Compliance

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