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[WORK SCHEDULES: MEAL AND REST PERIODS](#)

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POLICY

# Work Schedules: Meal and Rest Periods

LAST

REVISED

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ON 12/

2024

**This policy applies to:** All University employees. (Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.)

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## I. Policy

The University establishes and maintains schedules of work which are compatible with the needs of its diverse operating units and in compliance with government laws and regulations. Employees may not waive their right to receive proper compensation for all hours worked as provided by the law.

University departments are required to maintain an accurate accounting *for each hourly paid employee* (regardless of job classification) of actual hours worked per shift by date and to provide appropriate compensation for all such hours.

## ABOUT THIS POLICY

### Policy Number

172

### Policy Group

Human Resources

### Issuing Authority

Human Resources

### Responsible Officer

Daniel Salamone

### Contact Information

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## RELATED POLICIES

### Remote Work Policy

(<https://www.rochester.edu/policies/policy/remote-work/>)

### Flexible Scheduling

(<https://www.rochester.edu/policies/policy/flexible-scheduling/>)

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

(<https://www.rochester.edu/policies/policy/missed-meal-reporting/>)

### Time Management and

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