

**PURPOSE**

To establish the parameters for regular meal and rest breaks for faculty and staff

**DEFINITIONS**

- Meal break – an unpaid break of no less than 30 minutes and no more than 60 minutes. Meal breaks are not considered time worked.
- Rest break – a paid break of 15 minutes. Rest breaks are considered time worked.

**POLICY/GUIDELINE**

- I. Application of Policy
  - A. This policy applies to regular full-time faculty and staff scheduled to work 37.5 hours or more per week
  - B. This policy also applies to part-time and temporary employees scheduled to work six or more consecutive hours on any given workday
- II. Meal Breaks
  - A. Full-time faculty and staff scheduled to work at least the standard 37.5-hour workweek shall be entitled to a one-hour unpaid meal break each workday
  - B. Part-time and temporary employees shall be entitled to at least a 30-minute unpaid meal break on any workday where they are scheduled to work six or more consecutive hours
  - C. Meal breaks shall not be taken the first or last hour of the employee's workday
  - D. Supervisors may establish a schedule for meal breaks in their departments to ensure continuous service to the College community during the workday
- III. Rest Breaks
  - A. All full-time faculty and staff, as well as part-time and temporary employees, may be granted a rest break of 15 minutes each morning and afternoon, as the workload permits and at the discretion of the supervisor
  - B. Rest breaks may not be combined with meal breaks
  - C. Unused rest breaks may not be accumulated or banked for future use or to offset a late arrival or early leave

**SOURCES**

TCA § 50-2-103(2)(A)(B)

**RELATED POLICIES**

TBR Guideline P-020 and Nashville State Policy 05-01-03

*Approved by President's Cabinet 11/14/22*