UNIVERSITY HEALTHCARE ALLIANCE

Meal and Rest Periods for Non-Exempt Employees
New Managers and Annual Review
Welcome.
This is a quick study module for UHA management. Here, we will review our meal and rest period policies for non-exempt (i.e., hourly) employees.

Let’s get started with our Meal Period guidelines and policies...

To review a printable copy of the UHA Employee Meal Practices Memorandum, please click here.
Meal Periods start at 5 hours.

Did you know that employers must provide a meal period for employees who work over five (5) hours in a workday?

It’s true. Further, the meal period must start no later than hour five (i.e., employee cannot work 5 hours and 1 minute without a meal period).

Here are some additional facts you must know:

- Meal periods are unpaid time
- Employees must take at least the full 30-minute meal period – uninterrupted
- Meal periods less than 30-minutes are not considered a meal period
Employees have guidelines, too.

Employees cannot waive a meal period to go home early, work a shortened workday, or if they are too busy to take a meal period.
Meal Period guidelines are based on total shift hours.

Only employees working 6-hour shifts can waive a meal period, if they complete all work in six hours. To be eligible, the employee must:

- Take a meal period that starts by hour five - i.e., employee cannot work 5 hours and 1 minute without a meal period

Employees working 10-hour shifts must take a second meal period, if employee works over 10 hours, under these additional guidelines:

- The second meal period must start no later than hour 10 (i.e., employee cannot work 10 hours and 1 minute without a meal period)
- Employee can waive second meal period only if employee took first meal period
- Be aware of staff working overtime, they must take a second meal period
Be familiar with our Meal Period Chart.

Not sure how to remember how to administer employee meal periods?

We have you covered. Review the chart below and click the button below to view a printable version for your records.

### Meal Period Chart

<table>
<thead>
<tr>
<th>1 - Hour Shift Starts</th>
<th>Meal Period Window**</th>
<th>Meal Period Should Begin No Later Than</th>
<th>Meal Period Should Not End Before**</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 a.m.</td>
<td>9:30 - 11:00 a.m.</td>
<td>11:00 a.m.</td>
<td>1:00 a.m.</td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td>10:00 - 12:00 Noon</td>
<td>12:00 Noon</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>11:00 - 1:00 p.m.</td>
<td>1:00 p.m.</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>12:00 - 2:00 p.m.</td>
<td>2:00 p.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>1:00 - 3:00 p.m.</td>
<td>3:00 p.m.</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>2:00 - 4:00 p.m.</td>
<td>4:00 p.m.</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>12:00 Noon</td>
<td>3:00 - 5:00 p.m.</td>
<td>5:00 p.m.</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>4:00 - 6:00 p.m.</td>
<td>6:00 p.m.</td>
<td>8:00 p.m.</td>
</tr>
</tbody>
</table>

To review a printable copy of the Meal Period Chart, please click here.
Did you know that employers must provide a minimum 10-minute rest period for every four (4) hours of work?

This is also true. Further, it is not possible to combine rest periods and meal periods to create a longer meal period. Here are some additional guidelines you must know:

- For 8-hour shifts, employees should take a rest period approximately in the middle of a 4-hour work period.
- For 10-hour shifts, assuming the meal period occurs at about hour 5 to 5.5, the rest periods should be placed at about hour 2.5 and hour 8.
- Over six hours of work requires two rest periods; over 10 hours of work requires three rest periods.
- It's up to you to authorize and permit rest periods to be taken. If employees choose not to take rest periods voluntarily, and they were made available, no premium wage pay will be offered to the employee.
When does Premium Wage Pay apply?

If we violate our responsibilities for meal or rest periods, we must offer **Premium Wage Pay** to the employee. Here are the current guidelines:

- One hour for meal period violation
- One hour for rest period violation

That said, the *maximum* Premium Wage Pay per workday is two hours. This includes one hour for any rest periods and one hour for any meal periods.
Thanks.
We appreciate the time that you've taken to review our Meal and Rest Period policies.

If you need to review any of the documentation discussed in this course, please click the Resources button in the upper right.

If you have any questions about the policies, please contact your site HR team.

When you're ready, please close this window to return to HealthStream.