



**Ringling College  
of Art + Design**

**STAFF HANDBOOK**

<b>Index:</b>	<b>204</b>
<b>Page:</b>	<b>1 of 1</b>
<b>Subject:</b>	<b>Meals and Break Periods</b>
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## **Meal and Break Periods**

All full-time employees are given a thirty-minute meal period without pay. In addition, full-time employees are given a paid fifteen-minute rest period break during the first work session of the day and another paid fifteen minute rest period break during the second work session of the day. The designated time for the meal and rest periods will be set and approved by the supervisor. No employee should work longer than five consecutive hours without a meal or fifteen-minute break period.

Supervisors may authorize the substitution of rest period time for the purpose of extending the lunch period. However, the regular substitution of rest period time for the purpose of adjusting the beginning or end of a workday is not permitted. In addition, employees will not receive additional compensation for any missed breaks.