

Absences & Leaves

Lunch Periods and Breaks

Lunch periods

Any employee who works more than five hours per day is entitled to a lunch period. The lunch period is usually at the mid-point of the employee's workday and lasts for 30 or 60 minutes. A lunch period may be "duty free" or "non-duty free."

"Duty free" means that the employee is free of all work assignments and may leave the worksite if s/he chooses. Employees are not paid for duty-free lunch periods.

"Non-duty free" means that, while the employee is entitled to eat lunch, s/he must stay at the worksite and be willing and available to work.

Classified employees: Whenever possible, classified employees are assigned duty-free lunch periods. However, due to the needs of students, employees in some classroom assignments may be asked to work a non-duty-free lunch. If a supervisor assigns a classified employee to a non-duty-free lunch, the lunch period is considered time worked and the employee is paid for the time. If the non-duty-free lunch is in addition to the employee's regular work schedule, the employee may need to submit a Supplemental Pay request.

Certificated employees: The workday for certificated employees assigned to work directly with students is 7-1/2 hours, which includes a 30-minute duty-free lunch. In order to provide a duty-free lunch, it is sometimes necessary to assign suitable non-credentialed staff to supervise students. When other staff are not available, certificated staff may be required to take a non-duty-free lunch. Certificated staff who aren't assigned to a classroom generally have a duty-free lunch period.

Breaks

An employee who works an 8-hour day is entitled to two 15-minute paid breaks, one in the morning and one in the afternoon.

An employee who works at least 4 hours per day is entitled to a paid break of 10 minutes. An employee who works between 4 and 6 hours per day is entitled to 20 minutes of paid break time. For classified employees assigned to the classroom, these 20 minutes may be taken all at once or divided into two 10-minute breaks. If you are not sure which break schedule works best in your assignment, talk with your supervisor.

Break time is in addition to the lunch period and cannot be substituted for the lunch period, used to extend the lunch period, or shorten the work day. If you are experiencing an ongoing problem scheduling your break time, talk with your supervisor. Because breaks are paid time, employees may not leave their worksite during a break.