

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.3
SUBJECT: Rest Periods	Effective: 01/01/06
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REST PERIODS

In the interest of employee health and work efficiency, supervisors are allowed to grant employees two rest periods during the workday. These rest periods are to be limited to no more than 15 minutes in the mid-morning and mid-afternoon.

Granting of rest periods shall be at the discretion of the supervisor/department head and must be scheduled so as not to interfere with the operations of the unit.

The time for rest periods shall not be used to allow an employee to come in late, to leave early or to extend the lunch period. An employee who has not been granted, who has elected not to, or due to work requirements, has not been able to take a rest period, may not subtract the time from his or her total scheduled working hours.