

Subject: Break times and Locations

Approved: Patrick Bohlen

PROCEDURE: **Break/Lunch Times and Locations**
INTENDED AUDIENCE: LNR personnel.
PURPOSE: To outline standard break/lunch times and the acceptable locations on campus in which breaks and lunch can be taken.

1

1. Break/Lunch Times

Note: Working hours are from 7:00am – 3:30pm – Monday through Friday.

- a. Standard break time is from 9:00am – 9:15am and from 1:30pm -1:45pm. Travel time can only happen during the mentioned times.
- b. Standard lunch time is from 11:30am – 12:00pm. Travel time can only happen during the mentioned times.

Note: Break/Lunch times can be adjusted with supervisory approval only; deviation from this schedule without supervisory approval will result in disciplinary action.

2. Acceptable Break/Lunch Locations

- a. Lunch in lunch areas on campus (JTW, Student Union, Eateries, etc.) or in the Landscape and Natural Resource Classroom.
- b. Breaks can be taken on campus with the following exceptions:
 - i. No breaking inside auxiliary buildings (housing, RWC, etc.).
 - ii. No breaking along the roadside.
 - iii. No breaking inside Millican Hall or any other administrative buildings.