

**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
**STAFF PERSONNEL MEMORANDA**

<b>Subject:</b>  <p style="text-align:center"><b>Rest Periods</b></p>	<b>Memo No. 15-6</b> <b>Pages: 1</b> <b>Date: February 2, 2007</b>
<b>Approved by:</b> Thomas W. Schmitt, Associate Vice President for Human Resources	

(This supersedes Memo No. 15-6, dated February 14, 1977)

**1.0 Policy**

It is Institute policy to allow a rest period for each four-hour work increment in a workday to provide non-exempt employees the opportunity for rest and relaxation. Rest periods are provided on employer-paid time.

**2.0 Applicability**

This policy applies to non-exempt employees.

**3.0 Duration of Rest Periods**

- 3.1 Supervisors are to permit employees to have a rest period of 15 minutes within each four-hour work increment.
- 3.2 Rest periods are not authorized for employees whose total daily work time is fewer than three and one half hours.

**4.0 Supervisor's Responsibility**

It is the supervisor's responsibility:

- 4.1 To schedule rest periods.
- 4.2 To keep rest periods within the authorized time.
- 4.3 To authorize and permit employees to take rest periods.

**5.0 Exceptions**

Exceptions to this policy must be approved by the chief human resources officer or designee.