



Lunch Break Reminder

A gentle reminder to all managers at SJC – federal law requires that hourly/non-exempt employees take a minimum of a 30-minute break for every 6 hours worked. This requirement also applies to hourly student employees.

It is expected that hourly/non-exempt employees will clock out for this break and not be expected to perform any kind of work during this time. It is recommended that employees take this break away from the regular work area.

When appropriate (i.e., in public facing positions), managers should ensure appropriate coverage of duties during this break time.

When a break is short (lasting about 5 to 20 minutes), federal law considers the break as compensable work hours. If an employee takes this short break, they should always communicate with their manager to ensure proper coverage of their duties while away.

If you have any questions, please do not hesitate to contact a member of the Human Resources team. The SJC Policy regarding Meal Periods is attached below.

