

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.7	Work and Leave Administration	Revised:	August 2004
Policy 4.7.1	Hours of Operation and Official Workweek	Responsibility:	Vice President for Human Resources

HOURS OF OPERATION AND OFFICIAL WORKWEEK

Policy

All Health Science Center offices shall be open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except on official University holidays.

Applicability

This policy applies to all employees of the Health Science Center.

Official Workweek

The official workweek begins on Monday at 12:00 AM and ends on the following Sunday at 11:59 PM. Specifically, the Health Science Center's workweek is a fixed and regularly recurring period of 168 hours consisting of seven (7) consecutive 24-hour periods.

Employee Breaks

Full-time employees will normally receive one hour for their lunch period. Rest breaks are at the discretion of the department.

Each department may develop its own lunch and rest break policy and make its own arrangements for scheduling lunch periods and other breaks. More detailed information regarding employee breaks is provided in *Handbook of Operating Procedures* (HOP), [Section 4.6.5](#), "Fair Labor Standards Act (FLSA): Work Hours and Overtime Provisions for Non-Exempt Employees".
