

### **Meal Periods and Breaks**

Meal periods and breaks should be coordinated by the student's supervisor. A student employee who is expected to work a full day (7.5 continuous hours) should be permitted an unpaid meal period of at least one half-hour, but not more than one hour.

Scheduled breaks are optional at Carnegie Mellon and are determined by each department. Student employees working more than 4 consecutive hours should be allowed comparable rest periods where they are established for support staff in a departmental work unit. The supervisor should inform all employees of the break policy in their area. If scheduled, breaks are limited to 15 minutes per day and are paid.