

University of Houston Clear Lake **WRITING CENTER**

University Writing Center

Break Policies

Texas state law makes almost no provisions for giving employees lunch and work breaks. It does state that any break 20 minutes or longer must be unpaid.

In the absence of a state policy, we have decided to craft one of our own, based on what we believe is the best way to ensure that employees have time to attend to their personal needs and do their best work.

Shift Lengths

Work shifts will range from two hours to eight hours in length. No shift will be longer than eight hours. As a rule, tutors will not be scheduled for shifts longer than 5 hours per day. This restriction is to ensure that no one becomes overly tired and stressed out.

Lunch Breaks

Any employee who works more than six hours will be required to take a one-hour unpaid lunch break. This break will be scheduled into the day at a specific time.

Short Breaks

For every three hours worked, employees will be allowed to take one 15-minute break. This break must be taken 30 minutes into the hour for receptionists and 45 minutes into the hour for tutors, unless an emergency situation requires an immediate break. All employees must notify a director or administrative assistant when they are leaving the Center for a break and must be back no more than 15 minutes after the break begins. Tutors should not leave the Center at other times unless requested to do so for Writing Center business. Receptionists may not leave the Center unless they have been approved for a break.