



Memorandum

To: All Supervisors
All Division of Personnel & Labor Relations Staff

From: Nicki Neal, Director *BN*
Division of Personnel & Labor Relations
Department of Administration

Date: July 1, 2013

Subject: GGU Additional Meal Breaks

The purpose of this memorandum is to provide guidance and clarification for reporting additional meal breaks. This memorandum supersedes all prior guidance on this subject. General Government Unit (GGU) Article 23.01, Meal Break, states in part, "... An additional lunch period of thirty (30) minutes shall be allowed when a bargaining unit member works continuously for two (2) hours or more in addition to the normal shift, and such additional lunch period shall be considered time worked. ... A bargaining unit member who works on an RDO or works an irregular schedule is eligible for the additional lunch period if a minimum of nine and one half (9.5) hours are worked for that shift."

Bargaining unit members who work two hours or more in addition to their normal shift should be given an additional lunch period of thirty (30) minutes. In instances where the business needs do not allow for an additional lunch period, the bargaining unit member is entitled to an additional half (.5) hour of compensation. Supervisors are to insure that employees take this lunch period and it should only be denied in genuinely exigent circumstances.

The start and stop times should only reflect actual work time. Reporting an additional lunch period should be the same as reporting a normal lunch period. There should be a stop time for the beginning of the lunch period as the employee is no longer working and a start time when the employee returns to work from the lunch period. However, for additional lunch periods, a comment must be made in the comments section indicating, "additional lunch period taken". When business needs do not allow for the additional lunch period, the employee must enter a stop time that accurately reflects when the employee has stopped working and a comment must be made that says, "no additional lunch period taken". For each day an employee is claiming an additional lunch period they must indicate it on their timesheet. Timekeepers will add a half (.5) hour of regular hours worked for those employees who are eligible for the additional lunch period.

Below are examples of an employee who is eligible for the additional lunch period:

Example # 1

Start	Stop	Start	Stop	Start	Stop	Hrs Worked	Comments
8:00	12:00	13:00	18:30	19:00	19:30	10.00	additional lunch period taken

The timekeeper will add the additional meal period of a half (.5) hour to the hours worked as this additional meal break must be paid as regular hours worked. The total hours worked for this day will then be ten and one half (10.5) hours.

Example # 2

Start	Stop	Start	Stop	Start	Stop	Hrs Worked	Comments
8:00	12:00	13:00	19:30			10.50	no additional lunch period taken

The timekeeper will add the additional meal period of a half (.5) hour to the hours worked as this additional meal break must be paid as regular hours worked. The total hours worked for this day will be eleven (11) hours.

If you have any questions regarding the reporting of additional meals periods, please contact the Payroll Services office.

cc:

Administrative Services Directors
Agency HR Leads
Division of Personnel and Labor Relations webpage
ASEA