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Rest Breaks

Rest breaks are a privilege and are granted entirely at the discretion of the supervisor. PSU policy generally allows two rest periods during an 8 hour work day. If granted, rest periods will not exceed 15 minutes during the approximate middle of each half day of work. When granted, rest periods will be taken at a time designated by the supervisor and in a manner which does not interfere with the efficiency of the office. During rest breaks, employees may leave those work stations that do not require continuous attendance. An employee may not "save" rest breaks to accrue time off, come to work late or leave early.

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