**Lunch Exceptions**

This policy addresses lunch options for staff who work less than their scheduled eight (8) hours on a workday.

The handbook language for regular lunch periods during an eight hour day and fifteen minute breaks has not changed and is not affected by this policy.

Also, the policy for making up time, SP-8, is not impacted by any lunch exceptions. You may still make up a maximum of four hours per pay period in addition to working through lunch or a portion of lunch under this policy. However, the two policies are separate and the lunch policy only applies to lunch on that partial day.

Staff who work seven (7) or fewer hours during a work day may opt to work through their scheduled lunch period or a part of it in order to put in more work time and use less personal time. Seven hours is chosen to avoid any situation where overtime may be triggered. Supervisory approval is needed prior to working through any portion of your scheduled lunch period.