

UNIVERSITY OF ROCHESTER EXCEPTION LOG
FOR REPORTING MISSED OR INTERRUPTED MEAL PERIODS AND OTHER NONWORK TIME

DIVISION _____ DEPARTMENT _____ SUPERVISOR (PRINT) _____

Date	Employee Name and ID	Exceptions (choose 1 of the 3)			Signatures & HRMS Edit (required)
		Missed Meal Period (rare occurrence)	Interrupted Meal Period	Other Nonwork Time (required for SMH)	
		Detailed Reason (required):	Length of Interruption: _____ Time full meal period taken: _____ <u>Check one:</u> <input type="checkbox"/> Work Related <input type="checkbox"/> Other Please explain (required): _____	<u>Time:</u> Out _____ In _____ <u>Check one:</u> <input type="checkbox"/> Scheduled Appt <input type="checkbox"/> Break for Nursing Mother <input type="checkbox"/> Other Please explain (required): _____	_____ Employee Signature _____ Supervisor/Timekeeper/Approver Signature <input type="checkbox"/> HRMS Edit Occurred
		Detailed Reason (required):	Length of Interruption: _____ Time full meal period taken: _____ <u>Check one:</u> <input type="checkbox"/> Work Related <input type="checkbox"/> Other Please explain (required): _____	<u>Time:</u> Out _____ In _____ <u>Check one:</u> <input type="checkbox"/> Scheduled Appt <input type="checkbox"/> Break for Nursing Mother <input type="checkbox"/> Other Please explain (required): _____	_____ Employee Signature _____ Supervisor/Timekeeper/Approver Signature <input type="checkbox"/> HRMS Edit Occurred
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FALSIFICATION OF A TIME RECORD IS A VIOLATION OF UNIVERSITY POLICY AND IS GROUNDS FOR DISCIPLINARY ACTION, INCLUDING TERMINATION.

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PURPOSE: It is the University's intent, consistent with New York State law, that all employees (whether hourly or salary, and including student employees), receive a 30-minute uninterrupted meal period when they work a shift of more than 6 hours when the shift extends over the noonday meal period (defined as between 11 a.m. and 2 p.m.). Other shifts receive a meal period midway through the shift (see policy 172 for more information). In addition, employees who start work before 11 a.m. and continue to work past 7 p.m. are entitled to an additional meal period of at least 20 minutes between 5 p.m. and 7 p.m. The primary purpose of this exception log is to document any missed or interrupted meal periods and to ensure proper pay is made for the additional time worked. In the rare instance that an hourly-paid employee has missed his or her meal period and/or when the employee's meal period has been interrupted for work purposes and the employee otherwise was not provided another 30-minute uninterrupted meal period in the same shift, an override in HRMS is required.

DIRECTIONS: When a missed or interrupted meal period occurs, you must record it as soon as possible. Clearly include the reason for the missed or interrupted meal period, indicate the length of the interruption and the time the full meal period was taken. Permissible reasons for a missed meal period are a rare exception. The log may be used for other exceptions such as, missed punches, non-work time (i.e. doctors appointment) for Division 50 Strong Memorial Hospital (SMH) employees or unpaid breaks for nursing mothers (Ref. Policy 172). Timekeepers and/or Supervisors must review the exception log daily. Both the Employee and Approver's signatures are required. The log must be retained for at least 6 years and be readily retrievable in the event of audit. The form must be retained at the department level by way of paper or electronic format.

NOTE: All employees whose primary appointment is in Division 50 (SMH) are required to swipe in and out at a badge reader at the beginning and end of their shift only. Any and all non-work time such as a doctor's appointment, must be logged on the University exception log.

REFERENCES:

1. **Policy 172:** <http://www.rochester.edu/working/hr/policies/pdfpolicies/172.pdf>
2. **Time Reporting Procedures & Timekeeping Rules Summary :** <http://www.rochester.edu/working/hr/compliance/>