

**NORTHERN KENTUCKY UNIVERSITY  
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

**LUNCH WAIVER AND BREAK REGULATIONS**

**THIS DOCUMENT IS DESIGNED TO INFORM STUDENT EMPLOYEES AND SUPERVISORS OF THEIR RIGHTS AND RESPONSIBILITIES CONCERNING LUNCH AND BREAK REGULATIONS.**

**KENTUCKY STATE LAW AND NKU POLICY STATE THE FOLLOWING;**

1. Hours worked in excess of 40 within a work-week (Sunday through Saturday) must be paid at a rate of one and on-half the regular pay rate. NKU policy dictates that the student employees are not to exceed 25 hours a week during the regular academic year and 35 hours a week during the summer session.
2. If four (4) consecutive hours are worked, the employee is entitled to ONE ten-minute break in addition to the unpaid lunch break.
3. Every employee must be granted a reasonable period for lunch if the employee works five (5) or more consecutive hours.

**BY SIGNING BELOW, THE STUDENT IS ACKNOWLEDGING THAT THE ABOVE INFORMATION IS UNDERSTOOD.**

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**THE STUDENT SIGNATURE**

**UNIVERSITY REALIZES THAT THERE ARE OCCASIONS WHEN IT MAY NOT BE ADVANTAGEOUS OR CONVENIENT TO TAKE AN UNPAID LUNCH BREAK, THEREFORE, WITH MUTUAL AGREEMENT AND CONSENT BETWEEN THE STUDENT EMPLOYEE AND THE SUPERVISOR, THE UNPAID BREAK MAY BE WAIVED. BY SIGNING THIS AGREEMENT, THE STUDENT IS PLACING ON FILE THE CONSENT FORM THAT, IF MUTUALLY AGREED, THE STUDENT MAY AT TIMES WAIVE THE UNPAID BREAK.**

**PRINT STUDENTS NAME BELOW:**

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<b>LAST</b>	<b>FIRST</b>	<b>MI</b>	<b>SOCIAL SECURITY NUMBER</b>
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**STUDENT SIGNATURE**

**DATE**

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**SUPERVISOR SIGNATURE**

**DATE**