

## Break Periods & Pay Statements

According to the wage and hour laws for Oregon (OAR 839-020-0050) rest breaks and meal periods are required based on the length of the work period.

Length of Period Worked	# of Rest Breaks Required	# of Meal Periods Required
<b>2 hours or less</b>	<b>0</b>	<b>0</b>
<b>2 hours, 1 min. - 5 hours, 59min.</b>	<b>1</b>	<b>0</b>
<b>6 hours</b>	<b>1</b>	<b>1</b>
<b>6 hours, 1 min. to 10 hours</b>	<b>2</b>	<b>1</b>
<b>10 hours, 1 min. - 13 hours 59 min.</b>	<b>3</b>	<b>1</b>

**How long do my breaks have to be? Do I get paid for them?**

- Breaks are 15 minutes long.
- You should take a break if you are scheduled to work for more than 2 hours.
- You are paid for your rest breaks.

**How long do my meal periods have to be? Do I get paid for them?**

- Meal periods need to be at least 30 minutes long.
- You are not paid for your meal periods.

**Where can I find my pay statement?**

You can find all of your pay statements, even after you leave GFU, whether you have direct deposit or not, on [mygeorgefox.com](http://mygeorgefox.com)

1. Log on with your same username and password.
2. From the Homepage, select the Navigation (Compass) symbol at the top right of the page.
3. From the side menu that appears, select the Navigator tab.
4. Click “Human Resources” → “Self Service” → “Payroll and Compensation” → “View Paycheck”.

\*These directions also apply to your year-end information; i.e. W-2 forms.