

Information on Rest Breaks and Meal Breaks:

Rest Breaks:

Employees are required to take a *paid* 10-minute rest break for every 4 hours of work. However, employees whose total daily work is less than 3½ hours are not eligible for rest breaks.

The employee must document that paid rest break time on their timesheet.

All rest breaks must also be uninterrupted. Rest breaks must be spread out according to your work schedule and cannot be combined and taken all at once. Rest breaks should be taken as close as possible to the middle of each 4-hour work period.

Employees who work between 6 and 10 hours per day are given another 10-minute rest break. Employees who work more than 10 hours a day, but less than 14 hours, are entitled to a third 10-minute break.

Meal Breaks:

Employees must take an *unpaid*, uninterrupted meal break if they work at least 5 hours in a workday. The meal break must be at least 30 minutes. However, if the total work period for the day is less than 6 hours, the employee and employer may legally agree to give up the meal break. The employee must sign a Meal Break Waiver form if Employee works between 5 and 6 hours and requests to skip the meal break.

If an employee works for more than 5 hours, their meal break must be given no later than the end of the employee's fifth hour of work (in other words, no later than the start of the employee's sixth hour of work).

The employee must document that unpaid time in their timesheet, providing the time that the meal break started, and the time they returned to work.

If the employee works more than 10 hours per work day, but no more than 12 hours, your employer must give you at second 30-minute meal break. You and your employer may legally agree to give up this second meal break only if you did not give up your first meal break.

If the employee works for more than 10 hours, their second meal break should begin no later than the beginning of their eleventh hour of work.

Employee Name (print): _____

Date: _____

Employee Signature: _____