**Meal Periods and Rest Breaks for Non-Exempt Employees**

**Meal Periods:**

All non-exempt employees who work more than five hours in a work period are provided an unpaid, duty-free meal period of at least <30/60> minutes.  The following rules apply to each meal period:

* You must not perform any work for the entire meal period.  You may leave the work premises, but you must return to work on time.
* Your first meal period must begin before the end of the fifth hour of work (i.e., by 4 hours and 59 minutes).  For example, if you begin your workday at 9:00 a.m., you must begin your meal period before 2:00 p.m.
* If your total work period for a given day will not exceed six hours, you may waive the meal period if you do so in writing.

If you work more than 10 hours, you are provided a second, unpaid duty-free meal period of at least <30/60> minutes.

* The second meal period must begin before the end of the 10th hour of work (i.e., by 9 hours and 59 minutes).
* You may waive your second meal period in writing, if you took the first meal period of at least 30 minutes, and if your work for the shift will end in 12 hours or less.  Please contact Human Resources for additional information about meal period waivers.

**Frequency and Timing of Meal Periods**

|  |  |  |
| --- | --- | --- |
| **# Hours Worked** | **# Meal Periods** | **Timing** |
| 5 or less | None | Not applicable |
| +5 to 10 | 1 | Begin before end of 5th hour |
| +10 | 2 | Begin before end of 10th hour |

**Rest Breaks:**

All non-exempt employees are authorized and permitted to take periodic, paid duty-free rest breaks during their workday.  A rest break is  <10/15> minutes.  You are authorized and permitted to one duty-free rest break for every four hours (or major fraction thereof) you work.  Generally, if you work an eight-hour day, you will take one rest break before your meal period, and one rest break after your meal period.  Exception:  If your total daily work time is less than three and one-half hours, you are not entitled to receive a rest break.

A “major fraction” is defined as more than two hours and less than four hours.

**Frequency and Timing of Rest Breaks**

|  |  |
| --- | --- |
| **# Hours Worked** | **# Rest Breaks** |
| Less than 3 ½ | None |
| 3 ½ to 6 | 1 |
| +6 to 10 | 2 |
| +10 to 14 | 3 |

You are relieved of all duty during rest breaks and are prohibited from working.

**For Both Meal Periods and Rest Breaks:**

All meal periods and rest breaks should be taken outside your regular work area.  If for any reason you are prohibited or discouraged from taking an applicable meal period or rest break, or if you perform any work during a meal period or rest break, you must notify your manager or Human Resources **immediately**.

You may not combine rest breaks or add them to meal periods, nor may rest breaks be used to arrive at work <10/15> minutes late or leave work <10/15> minutes early.

Please do not interrupt your co-workers with work-related matters while they are on rest breaks or meal periods.  Similarly, if someone other than your manager interrupts your rest break or meal period with a work-related matter, please refer the individual to your manager.  If your manager asks you to interrupt your rest break or meal period for work purposes, you will receive a replacement rest break or meal period, and/or compensation as required by law.

Meal periods are provided, and rest breaks are authorized and permitted, and you are expected to take them as required by law.