



MEAL & REST PERIODS POLICY

MEAL BREAKS

Non-exempt (Hourly) employees who work more than six hours in a day are required by law to be provided with an uninterrupted minimum meal break of 30 minutes. They should not be permitted or asked to work during the meal break. Non-exempt employees who work up to six hours in a day may agree to waive their meal break in writing, by filling out a Meal Break Waiver Request form. This agreement must be mutual, voluntary, and can be withdrawn by the employee at any time.

REST PERIODS

California law requires rest periods for non-exempt employees whose total daily work time is at least three and a half hours. The mandatory rest time should be in the middle of the work period and must be at the rate of at least 10 consecutive minutes for each four hours of work. The rest break is paid, but does **not** have to be recorded on the employee's time card.

If you have any questions about this policy, contact your supervisor, manager, and/or Human Resources at (213) 637-7494

MEAL & REST PERIODS POLICY ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Meal & Rest Periods Policy of the Archdiocese of Los Angeles. I understand that failure to comply with the policy will result in disciplinary action, up to and including termination of my employment.

Any violation of this policy must be immediately reported to your supervisor, manager, and/or the Human Resources Department at (213) 637-7494.

Employee Signature

Date

Employee Name (Please Print)

Department/Location