



## California Meal Period and Rest Break Policy

### Policy

The Company complies with federal and state legal requirements concerning meal periods and rest breaks.

The Company recognizes that employees perform at their best when they have the rest and nourishment they need. This Policy explains when the Company expects employees to take meal periods and rest breaks.

### Meal Periods

The Company provides at least a 30-minute meal period to employees who work more than five hours, unless they work six or fewer hours total and elect in writing to waive the first meal period. The Company provides a second 30-minute meal period to employees who work more than 10 hours in a workday, unless they work twelve or fewer hours total, did not waive the first meal period, and elect in writing to waive the second meal period. Employees should take their first meal period before the end of the fifth hour of work. Employees should take their second meal period before the end of the tenth hour of work. Meal periods cannot be taken at the beginning or end of shifts. Employees will be relieved of all of their duties during meal periods and are allowed to leave the store.

The Company provides meal periods according to the following schedule:

| Duration of Shift In Hours | # Meal Periods | Comments  |
|----------------------------|----------------|---|
| 0 to < 5.0                 | 0              | An employee who does not work more than five hours in a workday is not provided with a meal period.   |
| > 5.0 to 10.0              | 1              | An employee who works more than five hours in a workday, but who does not work more than ten hours in a workday, is provided with a 30-minute meal period available before the end of the 5th hour of work, unless the Employee is working six or fewer hours and elects in writing to waive the first meal period. |
| > 10.0                     | 2              | An employee who works more than ten hours in a workday is provided with a second 30-minute meal period available before the end of the 10th hour of work, unless the employee is working twelve or fewer hours, did not waive the first meal period, and elects in writing to waive the second meal period.         |

The Company does not pay non-exempt employees for meal periods, and consequently, non-exempt employees must record the start and stop times of their meal periods.

Any non-exempt employee who is required to work through some or all of a 30-minute meal period, or who is required to take a late meal period (i.e., is required to begin the first meal period after the end of the fifth hour of work or is required to begin a second meal period after the end of the tenth hour of work), should complete a California Meal Period and Rest Break Premium Request Form and submit it to his/her manager by no later than the end of the pay period. Otherwise, the Company will assume that any non-exempt employee who fails to record a meal period, records a less-than-30-minute meal period, or takes and records a late meal period, did so voluntarily.

### Rest Breaks

Non-exempt employees are authorized and permitted to take a 10-minute paid rest break for every four hours worked or major fraction thereof. The Company authorizes and permits rest breaks according to the following schedule:

| Duration of Shift In Hours | # of 10 Minute Rest Breaks | Comments  |
|----------------------------|----------------------------|---|
| 0 to < 3.5                 | 0                          | A non-exempt employee who does not work more than 3.5 hours in a workday is not authorized and permitted to take a rest break.  |
| > 3.5 to ≤ 6               | 1                          | A non-exempt employee who works more than 3.5 hours in a workday but who does not work more than 6 hours in a workday is authorized and permitted to take one 10-minute rest break.                 |
| > 6.0 to ≤ 10.0            | 2                          | A non-exempt employee who works more than 6 hours in a workday but who does not work more than 10 hours in a workday is authorized and permitted to take two 10-minute rest breaks.                 |
| > 10.0 to ≤ 14.0           | 3                          | A non-exempt employee who works more than 10 hours in a workday but who does not work more than 14 hours in a workday is authorized and permitted to take three 10-minute rest breaks. <sup>1</sup> |

Whenever practicable, non-exempt employees should take their rest breaks near the middle of each four-hour work period. Non-exempt employees may not accumulate rest breaks or use rest breaks as a basis for starting work late, leaving work early, or extending a meal period. Non-exempt employees also may not leave work premises during a rest break.

---

<sup>1</sup> Non-exempt employees who work more than 14 hours in a workday may be entitled to additional rest breaks.

Because rest breaks are paid, non-exempt employees should not clock out for them.

Any non-exempt employee who is not authorized and permitted to take a rest break pursuant to the terms of this Policy should complete a California Meal Period and Rest Break Premium Request Form and submit it to his/her manager by the end of the pay period. Otherwise, the Company will assume the employee either took his/her rest break or voluntarily decided to waive it.

### **Responsibilities**

Non-exempt employees are expected to take their meal periods and rest breaks in accordance with the applicable guidelines set forth in this Policy. Management is expected to make meal periods and rest breaks available to their employees in accordance with this Policy. Supervisors can schedule meal periods and rest breaks for their employees, taking into account their department's operational requirements and employee needs. Supervisors may stagger employees' meal periods so ongoing operational responsibilities are not compromised, so long as the applicable guidelines in this Policy are met.

Supervisors are responsible for administering their department's meal and rest breaks in a fair and uniform manner. Supervisors may not pressure or coerce employees to skip their meal periods or rest breaks.

### **Discipline**

Any employee, supervisor, or manager who fails to observe meal period and rest break policies will be subject to discipline, up to and including termination of employment. Violations of this Policy should be reported to any manager or the Human Resources Department. Every report will be fully investigated and corrective action will be taken where appropriate.

In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this Policy or who cooperate in the Company's investigation of such reports. Any form of retaliation in violation of this Policy will result in disciplinary action, up to and including termination.

**Acknowledgment of Receipt of  
California Meal Period and Rest Break Policy**

I acknowledge that I have been provided with and understand the Company's California Meal Period and Rest Break Policy, and understand that it is effective immediately. I agree to comply with this Policy.

I acknowledge, understand, and agree that I must notify my supervisor immediately if I am required to work through some or all of a timely 30-minute meal period or a 10-minute rest break, and that I should complete a premium form and submit it to my manager to ensure that I am properly compensated.

I understand that I may be subject to disciplinary action, up to and including termination of employment, if I violate this Policy.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date