



## Meal Breaks

- If you are scheduled to work over 6 hours on any given workday, you must take an unpaid meal break of at least 30-minutes by the end of the 5<sup>th</sup> consecutive work hour, if possible.
- When a work period of six (6) hours or less will complete the day's work, the meal period may be waived.
- If you work over 12 hours in a day you must take an additional 30-minute unpaid meal break preferably 2 hours before the end of your shift.

## Rest Breaks

- All employees are entitled to a ten (10) minute paid rest break when their total daily work time is at least 3.5 hours.
- Employees who work 8 hours will receive two paid rest breaks. As a general rule, the rest period should be in the middle of a four-hour work period.
- Because employees receive compensation for rest breaks, you may be required to remain on the premises during your rest breaks.

## Example of a workday schedule:

8:00 – 10:00	Work/On Duty
10:00 – 10:10	10-min Break
10:10 – 12:00	Work/On Duty
12:00 – 12:30	30-min Meal Break
12:30 – 2:30	Work/On Duty
2:30 – 2:40	10-min Break
2:40 – 4:30	Work/On Duty

**\*\*Please note that you are required to take your unpaid meal period and rest breaks as per the policy above. You must immediately contact Santa Cruz Staffing in the event that you missed a required paid or unpaid break. Failure to do so could be grounds for a written warning or even termination\*\***