

## 30 Minute-Meal Break, 15-Minute Rest Break and Cool Down Recovery Period

All hourly/Non-Exempt employees are entitled to 30-minute meal break, 15-minute rest break depending on their work day.

In addition, a mandatory Cool Down Recovery Period of no less than 5 minutes is due to the employees who work outside to protect themselves from overheating.

**Breaks:** Non-exempt employees are entitled to a 15 minute paid rest break for each four hours of continuous work. Breaks may not be accumulated or combined with the meal period. Breaks may not be used to offset leaving work early or to compensate for late arrivals.

- **Meal Breaks: Part-time non-exempt** employees who are scheduled to work at least six or more continuous hours are entitled to a 30-minute unpaid meal break. When a work period of not more than 6 hours will complete the day's work, the meal break may be waived with the mutual written agreement of the employee and the supervisor.
- **Full-time non-exempt** employees are entitled to a 30 minute unpaid meal break, however, the employee, with the approval of the program director may have a one-hour meal period. The employee's daily schedule should be made accordingly to allow for eight hours of work plus a 30 minute or one-hour meal period. The meal break may not be accumulated for later time off and may not be combined with any other break periods.
- If a non-exempt employee's position requires that the employee work during their meal break (e.g. supervising children), the employee shall be paid for the meal period. The employee must sign a meal period waiver.
- Non-exempt employees must take Meal breaks by 4.75 hours.



# Meal Breaks

Mandatory Meal Breaks are as follows based upon the duration of shifts unless a *voluntary meal waiver* is signed by the employee and only where permissible.

The employee may end the meal waiver at any time and should contact ASI Human Resources at 916-278-5484 for questions.

Duration of Shift in Hours	0 Meal Breaks	1 Meal Break	2 Meal Breaks
0 - 5.0	No meal break		
5.0 - 6.0		Yes, entitled to a meal break- unless valid waiver	No 2 <sup>nd</sup> meal break
6.0 - 10.0		Yes, <b>must</b> take meal break- cannot waive	No 2 <sup>nd</sup> meal break
10.0 - 12.0		Yes, must take 1 <sup>st</sup> meal	May waive 2 <sup>nd</sup> meal break provided first meal break was taken
12.0 - 18.0		Yes, must take 1 <sup>st</sup> meal	Yes, must take 2 <sup>nd</sup> meal break

- Meal break= 30 minute, unpaid
- Must be taken before the 5th hour



# Mandatory 15-Minute Rest Breaks

Employees are entitled to **15 minute rest breaks based on the number of hours worked.**

- 15 minute un-interrupted, paid rest breaks for every 4 hours worked.
- Rest breaks must not be combined with the 30 minute meal period.
- Rest breaks may not be used to offset leaving work early or to compensate for late arrivals.
- Rest breaks are taken in the middle of the 4 hour period.
- Bathroom or water breaks do NOT count toward your 15 minute rest breaks

Hours Worked	# of Rest Breaks
0 to 3.5 hours	0
3.6 to 6 hours	1
>6 to 10 hours	2
>10 to 14 hours*	3

\*Note: Even if 2<sup>nd</sup> meal period waiver is in place, if employee works >10 hours, he/she must be given a 3<sup>rd</sup> rest break.



# Cool Down Recovery Periods

Employees who work outside must be allowed to take a cool down break of no less than 5 minutes in the shade when needed to protect themselves from overheating

- Employee gets 5 minutes in addition to the time it takes them to access the shade
- Employee cannot be ordered back to work until signs/symptoms of heat illness have abated
- Cool down periods are paid and must be permitted on an as needed basis

