

Meal Periods

Non-exempt employees will also be provided a time to recharge their batteries by enjoying an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. If you work more than 10 hours in a work day, you will be provided with a second unpaid meal period of at least 30 minutes.

Your meal period is unpaid and you are required to clock out at the start of your meal period. During your meal period, you should **NOT** perform any work. When you return to work on time, please remember to clock back in.

If you do not to take your meal period, take it late, or if you forget to clock out or back in, you must notify your supervisor or the Store Director immediately so that the meal period can be accounted for accurately on your timekeeping records for wage payment purposes. If you are in any way discouraged or impeded from taking your meal period, taking it on time, or from taking the full amount of time allotted to you, please immediately notify your Human Resources Manager.

To the extent required by state law, you will be paid for any work performed during a meal period, and will receive one hour's pay for any workday in which in which you were not reasonably afforded an opportunity to timely take the full amount of all meal periods to which you were entitled. Voluntarily working through a meal period is not permitted except for meal periods validly waived by employees in writing as permitted by law, and may subject you to disciplinary action, up to and including termination.

To better illustrate this policy, meal periods are provided according to the following schedule:

Duration of Shift In Hours	# Meal Periods	Comments
Between 0 and less than 5.0	0	An employee who works less than five hours in a workday is not provided with a meal period.
5.0 but less than 10.0 hours	1	An employee who works more than five hours in a workday, but less than ten hours in a workday, is provided with a 30-minute meal period available before the end of the 5th hour of work. You must start this meal period prior to beginning your 6th hour of work.
More than 10.0 hours	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. Employees who work more than 10 hours in a day may opt to waive their second meal period in writing, if and only if, they have taken their first meal period. You must start this meal period prior to beginning your 11th hour of work.