

Rest Breaks

Non-exempt employees are authorized and permitted to take one (1) 10-minute rest break for every four (4) hours you work or major fraction thereof. If you work less than 3.5 hours in a day, however, you are not entitled to a rest break.

To better illustrate, rest breaks are provided according to the chart below:

Duration of Shift In Hours	# of 10 Minute Rest Breaks	Explanation
Between 0 to less than 3.5 hours	0	If you work less than 3.5 hours in a workday, you are not entitled to a rest break.
3.5 to less than 6 hours	1	If you work between 3.5 and 6 hours in a workday, you are entitled to one 10-minute rest break.
6.0 but less than 10.0 hours	2	If you work more than 6 hours in a workday but do not work more than 10 hours in a workday, you are entitled to two 10-minute rest breaks.
10.0 but less than 14.0 hours	3	If you work more than 10 hours in a workday but do not work more than 14 hours in a workday, you are entitled to three 10-minute rest breaks. Non-exempt employees who work more than 14 hours in a workday may be entitled to additional rest breaks.

Your rest break should be coordinated by you and the Store Director. Whenever practicable, you should take your rest breaks near the middle of each four-hour work period. You may not accumulate rest breaks or use rest breaks as a basis for starting work late, leaving work early, or extending a meal period.

Because rest breaks are paid, you do not need to clock out for them.

If you do not take your rest periods, you must notify your supervisor or the Store Director immediately. If you are in any way discouraged or impeded from taking your rest periods, taking them 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 receive one hour's pay for any workday in which you were not reasonably afforded an opportunity to take the full amount of all rest periods to which you were entitled. Voluntarily working through a rest period is not permitted and may subject you to disciplinary action, up to and including termination.