

**MISSED BREAK ACKNOWLEDGEMENT**

**Meal Breaks:**

The Company provides and authorizes a 30-minute uninterrupted meal period to employees who work more than five hours in a workday. Employees will be relieved of all of their duties during meal periods and are allowed to leave the store. The meal period must commence before the end of the fifth hour (e.g., an employee who starts work at noon must start their meal period before 5 p.m.). The Company provides and authorizes a second 30-minute uninterrupted meal period to employees who work more than ten hours in a workday. The second meal period must commence before the end of the tenth hour. The meal period is unpaid, and consequently, non-exempt employees must record the start and stop times of their meal periods.

**Rest Breaks:**

The Company authorizes and permits one Rest break of a net uninterrupted ten minutes for employees who work at least 3.5 hours, two ten minute uninterrupted Rest breaks for shifts over six hours and three ten minute uninterrupted Rest breaks for shifts over ten hours. The employee will be relieved of all duties and may leave the store. To the extent possible, Rest breaks will be given in the middle of the work period.

I, \_\_\_\_\_ [Employee] understand that my time records for \_\_\_\_\_, 2018 do not show that I took my meal/rest break as allowed per the above Company policies. I have discussed my time record with my manager.

[ ] The error in time keeping was my fault and I hereby consent to my manager changing my time record to accurately reflect my breaks taken.

[ ] I was authorized and permitted to take my rest break and did not take it.

[ ] My time record is accurate and I will be paid one additional hour of time for the missed break on my next pay check. The break was missed for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE (sign and print name)

Dated: \_\_\_\_\_

\_\_\_\_\_  
Manager

