

ON DUTY MEAL PERIOD AGREEMENT

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| Name: _____ | Employee Number: _____ |
| Position: _____ | Department: _____ |
| Hire Date (Month/Day/Year): _____ | Today's Date (Month/Day/Year): _____ |

This Agreement is made and entered into by and between (Company) and employee ("Employee") identified below.

Under California law, a non-exempt employee must have a meal period of no less than thirty minutes for every work period of more than five hours and a second meal period must be provided if the employee works over ten hours.

Under the following circumstances, an employee may take on-duty meal breaks:

- Permitted only when the nature of the work prevents an employee from being relieved of all duty
- Must be agreed to in writing by the employee and employer
- Must be paid
- May be revoked at any time in writing by the employee.

Employee may revoke this On-Duty Meal Period Agreement at any time by delivery of a written notice of termination to (Company).

Employee may revoke this On-Duty Meal Period Agreement at any time by delivery of a written notice of termination to (Company).

I acknowledge that I have read this form, understand it, and voluntarily agree to its provisions.

Employee's Signature

Date (Month/Day/Year)

Supervisor's or Management Signature

Date (Month/Day/Year)

Distribution: Original to Employee Personnel File, Copy to Employee