



**RESP and FND Announcements**  
**Meal Break Policy**  
**June 25, 2019**

Summer is upon us, and for some of us that means longer work hours and a new lunch break routine. Despite the fact that work schedules may be updated for the summer, the meal breaks must remain compliant with California labor code. Please see below for a refresher on this policy.

Duration of shift	0 Meal Breaks Required	1 Meal Break Required – 30 Minutes Minimum	2 Meal Breaks Required – 30 Minutes Minimum
0 – 5.0	X		
5.01 – 6.0		X (Can be waived with Meal Break Waiver form)	
6.01 – 10.0		X*	
10.01 – 12.0		X*	X (Can be waived with Meal Break Waiver form)
12.01 – 18.0		X*	X**

\*Meal break must begin before the start of the fifth hour worked or a meal penalty will be applied.

\*\*Second meal break must begin before the start of the 10<sup>th</sup> hour worked or a meal penalty will be applied.

Meal Break Waiver forms must be signed by both the employee and supervisor and given to Research Foundation Human Resources. The Meal Break Waiver forms for both the first and second meal can be found here under “Update Meal Break Status”: <https://www.csuchico.edu/rfdn/hr/employee-resources.shtml>.

If you have any questions about the meal break policy or the Meal Break Waiver form, please contact Research Foundation payroll at [rfpayroll@csuchico.edu](mailto:rfpayroll@csuchico.edu) or x3537.

Thank you,  
Foundation Payroll