

Meal Break Policy

Employees working more than five hours will take a meal period (lunch break), normally of one hour, but not less than thirty minutes. However, if an employee completes his/her workday in less than six hours, the meal period may be waived by mutual consent of the employee and the supervisor. Such “off-duty” meal periods are in addition to (not included in) the employee’s scheduled working hours and are unpaid time. Employees may leave the premises during the lunch period. As with rest periods, the scheduling of meal periods is at the discretion of the supervisor. For employees working a day in excess of 6 hours, a meal period may not be waived. Employees working over a 10-hour day are entitled to a second meal period of no less than thirty minutes. This second meal period may be waived as long as the total hours worked to not exceed 12.

Duration of Shift	0 Meal Breaks Required	1 Meal Break Required 30 Minutes Minimum	2 Meal Breaks Required 30 Minutes Minimum
0 – 5.0 hrs.	X		
5.01 – 6.0 hrs.		X (Can be waived with Meal Break Waiver form)	
6.01 – 10.0 hrs.		X*	
10.01 – 12.0 hrs.		X*	X (Can be waived with Meal Break Waiver form)
12.01 – 18.0 hrs.		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 10th hour worked or a meal penalty will be applied.

Meal Break Waiver Forms:

- [Meal Break Waiver](#)
- [Meal Break Waiver 2nd Meal](#)