

## Meal and Rest Periods

All non-exempt TalentWave employees are scheduled for an unpaid, one hour, meal break during any full, eight (8) hour workday. Any exceptions must remain in accordance with applicable regulatory statute, and must be approved in advance by the employee's Supervisor. Meal breaks are not intended to be a time to make up lost work time or as a method of logging overtime. **Meal breaks are to be recorded on timecards.**

Employees are allowed a ten-minute rest period for every four hours of work or major fraction thereof. Additional rules apply to non-exempt employees.

All non-exempt employees will be provided uninterrupted, unpaid meal periods as follows:

- Meal Periods are one hour, during which the employee may not perform any work.
- During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.
- Employees working 10 hours or fewer must clock out to begin their one meal period no later than 4 hours and 59 minutes from their clock-in time.
- Employees working more than 10 hours must clock out for their first meal period no later than 4 hours and 59 minutes from their clock-in time. Their second meal period must begin no later than 9 hours and 59 minutes from their clock-in time.
- Employees are responsible for knowing their exact clock-in time at the beginning of the shift.

Each employee is responsible for accurately recording his/her reporting to work, meal breaks, and completion of the daily shift.

All non-exempt employees are authorized and permitted to take rest breaks during their workday as follows:

- Rest breaks are 10 minutes, during which the employee may not perform any work.
- Rest breaks should be taken in the middle of each four hour work period, unless practical considerations make this general timing infeasible.
- Rest breaks are paid; you do not need to clock out for rest breaks.
- You are expected to return to work promptly at the end of any rest break.
- Employees are authorized and permitted to take a rest period for every four hours worked or major fraction thereof as follows:

Shift (Hours Worked in a Day)	Number of Paid Rest Breaks
3.5 - 6 hours	1
6 - 10 hours	2
10 - 14 hours	3