

Meal and Rest Period Obligation Acknowledgment

As a non-exempt employee, I understand university policy requires that I take an unpaid meal period of no less than 35 minutes whenever I am scheduled to work a period of more than five consecutive hours in a work day. The meal period must begin before completing five consecutive hours of work. Unless I qualify for an exception, I understand it is my obligation under university policy to take a meal period of at least 35 minutes within the time identified above. Because a violation of this rule constitutes a violation of university policy, I understand that I may be subject to discipline, including the possibility of immediate termination, if I violate this policy.

I also understand that I am entitled to a paid rest period at the rate of fifteen minutes uninterrupted rest for every three and a half hours of work. If I work more than six hours and up to ten hours in a workday, I understand I am entitled to one fifteen minute paid rest period during the first half of my shift and one fifteen minute paid rest period during the second half of my shift. I further understand that the rest period should be taken as close to the middle of each three and a half hour work period as possible and that no supervisor may ask or require me to give up my rest period.

I hereby certify that I fully understand the rules regarding meal periods and rest periods and will comply fully with those rules. If I am denied a meal or rest period to which I am entitled, or if I fail to take a meal or rest period as required by university policy, I agree to notify my department human resources representative within 24 hours so that the matter can be fully and carefully investigated and the appropriate corrective action taken.

Employee's Full Name (Print)

Signature

Date