

MEAL BREAK AND REST BREAK POLICY

Under California law, employees are provided and should take an unpaid, off duty meal break period of no less than 30 minutes when working more than 5 hours per day, during which break time you are relieved of all work duties. Your first meal break should be taken no later than the end of your 5th hour of work.

Employees who work 10 or more hours per day, but less than 12 hours are provided and should take a second, unpaid 30-minute meal break.

Employees are also entitled to a 10-minute paid rest period break for every four hours worked or major fraction thereof, except where the daily work time is less than three and one-half (3.5) hours. Rest breaks should be taken insofar as practicable in the middle of each work period.

The meal breaks and rest periods apply at all times during your employment with Certified and while you are on assignment.

You may waive your meal break requirements in two situations and it requires mutual consent:

- If your total workday shift is (6) six hours or less, you can waive the meal period by mutual consent of the employer and the employee.
- If you work more than 10 hours in a workday, you may waive the second meal break period by mutual consent of employer and employee, only if no more than 12 hours total are worked and you have not waived your first meal break period.

If you seek waiver from the Meal Break policy in either situation as stated above, you must complete the Meal Break Waiver Form (following page) and get approval from the Client. The waiver requires mutual consent of the employee and employer/client.

Otherwise, you should take your meal breaks and rest breaks as provided by law.

Please promptly contact your Certified Representative or Certified HR if you ever have any questions or concerns about your Meal and Rest Breaks.

MEAL BREAK WAIVER FORM

Under California law employees are provided and should take an unpaid meal break period of no less than 30-minutes when working more than five (5) hours per day, during which break time you are relieved of all work duties. Employees who work ten (10) or more hours per day are provided and should take a second meal break period of not less than 30 minutes.

WAIVER OF MEAL BREAK -TWO CONDITIONS:

If your total work shift is six (6) hours or less per day, you may waive your meal break period by mutual agreement by the employer and employee.

If you work 10 or more hours and your total hours worked is less than 12 hours in one day, you may waive the second meal break period by mutual consent of the employer and the employee, only if you have not already waived your first meal period.

If you wish to waive either of the meal breaks as stated above, you must complete this Meal Break Waiver Form by checking the appropriate box below that applies to you, sign and submit also to your employer/client for their signature approval.

This waiver can be revoked by the employee at any time by signing the 'Revocation of Waiver' section of this form indicated below. Please return this completed Waiver Form to your Certified Branch Representative or to Certified Human Resources.

WAIVER:

Pursuant to California law, we hereby mutually agree to a waiver of the meal break period as follows:

- My work shift is 6 hours or less** per day and I waive my 30-minute unpaid meal break.
- My work shift is 10 hours or more, but less than 12 hours per day, I have not waived my first meal break** and I waive my second 30-minute unpaid meal break.

We both agree to the above stated Meal Break Waiver:

Employee Name (Print) Employee Signature Date

Supervisor Name (Print) Supervisor Signature Date

REVOCAION OF WAIVER: I hereby revoke the waiver of my meal break and return to taking the meal break period(s) provided by law.

Employee Name (Print) Employee Signature Date