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**AUTOMATIC DEDUCTION FOR MEAL BREAKS**

Employee meal periods are important to company productivity and employee health. Nonexempt Employees who are scheduled for at least eight (8) consecutive hours will be provided a meal break not to exceed 30 minutes. The meal break will be automatically deducted from total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks. Nonexempt employees that were unable to take a break and be completely relieved of all job duties, must notify\_\_\_\_\_\_\_\_\_\_ in order to have the automatic deduction for the break added back into their total hours worked.

I understand and agree that I am allowed a thirty (30) minute break each eight (8) hours scheduled to work, and that the break is automatically deducted from my time worked. I understand and agree it is my responsibility to notify\_\_\_\_\_\_\_\_\_\_\_\_, if I am unable to take my break and be completely relieved of all job duties for any reason.

Employee Name (printed) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Witness Signature