

Meal Period and Rest Break Policies

Meal Periods

If you are an employee who is paid by the hour and are working a shift of more than five hours, you may take an unpaid meal period of 30 minutes during your shift. You may take a longer meal period but only with management's approval. During your meal period, you are completely relieved from duty and may leave the workplace. The meal period should be taken between two and five hours from the start of your shift. When you take a meal period, the business must be closed if you work in a location and there are no other employees on duty. If you are not able to get a meal period during your shift, you should tell your manager that day or as soon as otherwise possible.

You are not required to take a meal period. If you give up your meal period, you can end your shift 30 minutes earlier than another employee who takes a 30-minute meal period and yet still be paid for the same hours and receive the same pay as that other employee for that day. Choosing to skip your meal period may also allow the business to stay open to serve our customers. If you would like to give up your meal period on a regular basis, please check the box at the bottom of this page. You can get your meal period back at any time by simply telling your manager. If you want a meal period on a specific day or for all your shifts (of five hours or longer), the best time to bring this up is before the schedule is determined.

Rest Breaks

If you are an hourly employee, you must take a 10-minute break for every four hours of work time. These rest breaks are paid and count towards your hours worked. If you work a shift and do not get your rest break(s), you must tell your manager that day or as soon as otherwise possible. You may be required to remain in the workplace during the rest break.

If you take several, shorter rest breaks equivalent to one 10-minute break (such as two 5-minute rest periods, or two 3-minute breaks and one 4-minute break), those count as one 10-minute break. These shorter rest breaks must be long enough that you can relax and rest. For example, ten 1-minute breaks do not count as one 10-minute break. If you have questions about your rest breaks, you should ask your manager.

I, [name] _____, [date] _____, acknowledge that I have received, read, and understood the Mercurys Coffee Company policies on meal periods and rest breaks.

- I voluntarily choose to give up my meal period, allowing me to finish my shifts sooner while still being paid the same amount. I acknowledge that I can get my meal period back at any time by notifying my manager.