**TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FROM: Chris Stathis, Dir. of Ops.**

**Roxane Laiolo, HR Mgr.**

**DATE: February 23, 2018**

**RE: Rest and Meal Breaks**

NOR-CAL provides rest and meal breaks in accordance with California labor requirements. Per previous payroll attachments, we have outlined these requirements and expected employees to follow the requirements. A recent timecard audit indicated that employees are not always complying with these requirements.

**REST BREAKS** – Employees are provided with a paid 10-minute rest period for each four-hour work period. Rest period must be taken as close to the middle of the work period as is practicable. Rest breaks should not be skipped, or added to a meal period, or taken at the beginning or very end of the day. A rest period is not required for employees whose total daily work time is less than three and one-half hours.

**MEAL BREAKS** – Employees are provided with no less than a 30-minute meal period if they work more than five hours a day. A second meal period of no less than 30 minutes is provided when the employee's work period is more than 10 hours.

If an employee is unable to take his/her meal break or take it in a timely manner, the employee must notify his/her supervisor before or at the time the employee is unable to take the meal break. If tenth (10) hour of work occurs while employee is in route back to warehouse, the second meal break must be taken when you arrive at warehouse before you clock out.

**Failure to follow Rest and Meal Breaks requirements may lead to disciplinary action, up to and including discharge.**