

## **Meal and Rest Period Obligation Acknowledgement**

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As a non-exempt employee, I understand university policy requires that I take an unpaid meal period of no less than 30 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 30 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.

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Employee's Full Name (Print)

Signature

Date