**BREAK POLICY**

Our employees can take the following breaks at work:

**Unpaid Meal Breaks**

We provide all employees who work more than six hours on a given day with an unpaid meal break. You may elect to take between 20 minutes (at a minimum) to 1 hour for a meal break without special permission. If you need to take an extended meal break longer than 1 hour, please let your team know in advance. Employees are expected to be completely relieved from duty during their unpaid meal break. Employees must remember to clock out for an unpaid meal break.

**Paid Meal Breaks**

Employees who work through their meal break do not need to clock out for an unpaid meal break. Rather the time spent working during the meal break will be counted toward the total hours worked. Be sure to communicate with your supervisor if you expect to be working through your meal break regularly. Additionally, please indicate in the notes on your timesheet that no meal break was taken.

**Rest Breaks**

Our employees can take one paid 10-minute rest break for every four hours worked. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

**Restroom Breaks**

Employees can take reasonable toilet breaks, whenever they need to, as part of their workday.

**Breastfeeding Breaks**

The company will make reasonable accommodations for employees who need to pump/express milk. A general provision for these unpaid breaks is 15 minutes.

**Minors**

Employees under the age of 18 must take at least 30 minutes of break time if they work more than 5 continuous hours. Minors are to be completely relieved from duty during their meal break.