

## California Meal & Rest Period Policy

### Meal Periods

All California non-exempt employees who work in excess of 5 hours in a workday are provided a minimum of 30 minutes of unpaid time for a meal period (“First Meal Period”). Employees who work more than 10 hours in a workday are provided a second unpaid meal period of at least 30 minutes (“Second Meal Period”).

The employee’s First Meal Period shall be provided before the start of the 5<sup>th</sup> hour of work (meaning no later than 4 hours and 59 minutes after starting work) and the Second Meal Period before the start of the 11<sup>th</sup> hour of work (meaning no later than 9 hours and 59 minutes after starting work). During a meal period, the employee will be relieved of all work duties and is free to leave the premises. Under no circumstances should an employee clock out for a meal period and continue working.

### Rest Breaks

Non-exempt employees may take a net 10-minute rest break per 4 hours worked, or major fraction thereof. A “net” 10-minute rest break means that the employee has a full 10 minutes to rest. Insofar as practicable, rest breaks will be provided in the middle of work periods – one before the meal period, and one after the meal period. Rest breaks are paid.

The chart below outlines the meal periods and rest breaks that we expect employees to take:

Total Hours Worked (including paid rest breaks)	Number of Available 10-Minute Paid Rest Breaks	Number of Available 30-Minute Unpaid Meal Periods	Meal Period Start Time
Less than 3½	0	0	N/A
3½ to 5	1	0	N/A
More than 5 up to 6	1	1	Before the start of the 5 <sup>th</sup> hour of work (No later than 4 hours, 59 minutes after beginning work)
More than 6 up to 10	2	1	Before the start of the 5 <sup>th</sup> hour of work (No later than 4 hours, 59 minutes after beginning work)
More than 10 up to 14	3	2	For the first meal period, before the start of the 5 <sup>th</sup> hour of work (No later than 4 hours, 59 minutes after beginning work); for the second meal period, before the start of the 11 <sup>th</sup> hour of work (No later than 9 hours, 59 minutes after beginning work)

If you are not permitted to take meal periods and/or rest breaks, please contact a manager at the client site and the Innovative Employee Solutions Human Resources team at 858-715-5100. No employee will be retaliated against for raising

a concern regarding meal periods and/or rest breaks. Failure to comply with this policy may result in disciplinary action, up to and including termination.