

MEAL AND REST PERIOD ACKNOWLEDGEMENT

I understand that if I am unable to or choose not to take my full thirty-minute meal period at or before the end of my fifth hour of work, or my meal period is interrupted, or I am not permitted to take a rest break or my rest break is interrupted, I should notify my supervisor from the Client Company immediately or a representative of Olympic Staffing Services to report the missed or interrupted meal period.

I understand that if I do not immediately notify my supervisor or a representative of Olympic Staffing Services, the Client Company and Olympic Staffing Services will assume that if I have failed to record a meal period, record less than a 30-minute meal period, take and record a late meal period, or fail to take a rest break, I did so voluntarily.

I understand that I need to notify the Client Company and/or Olympic Staffing Services to report the reasons for the late, missed a or interrupted meal/rest periods. I understand Olympic Staffing Services will review my timekeeping report to ensure appropriate pay for late, missed or interrupted meal/rest period(s).

I understand that I can contact Olympic Staffing Services via phone message, email or text to register a missed or interrupted meal period and that I can do that at any time. However, reporting the interrupted or missed meal period **immediately** will insure a **timely correction** to my pay.

I acknowledge that I have received a copy and that I am responsible for reading and understanding the Olympic Staffing Services Meal and Rest Periods Policy for non-exempt (hourly) employees. I understand I should speak with a representative of Olympic Staffing services if I have any questions on this policy.

Employee Name (print name clearly)

Employee Signature

Date