

Meal and Rest Period Policy

If you are a non-exempt employee, you are provided the opportunity to take and should take a (not less than) thirty-minute meal period if you work more than five (5) hours. You are relieved of all duties and are entirely free to leave the facility during your meal periods. If you choose to remain in the facility, you must take your meal period away from your work area. You must clock out and back in for each meal period. You are expected to be punctual in returning to work and should not take more than the scheduled time for a single meal period. You may not elect to work through your meal period in order to leave work early. It is your responsibility to accurately clock out and back in for meal periods.

If you are a non-exempt employee, you are authorized and permitted to take a 10-minute paid rest period for every four (4) hours worked or major fraction thereof. If you work a single shift of less than 3.5 hours, a rest period does not apply. A non-exempt employee who works more than 3.5 hours in a workday, but who does not work more than 6 hours in a workday is authorized and permitted to take one 10-minute rest period. A non-exempt employee who works more than 6 hours but who does not work more than 10 hours in a workday is authorized and permitted to take two 10-minute rest periods, and so on.

Whenever practical, rest periods should be taken near the middle of each four-hour work period. Rest periods include any time spent away from the work area or assigned job duties for the 10 consecutive minute period.

Failure to take a rest period or a full thirty-minute meal period, or failure to accurately report a meal period, is grounds for corrective action, up to and including termination of your assignment with the Client Company or Termination of employment. Violations of this policy should be reported to Olympic Staffing Services. Every report will be investigated, and corrective action taken where appropriate.

Olympic Staffing Services will not allow any form of retaliation for reporting of violations of this policy.