

**MEAL AND REST PERIOD
ACKNOWLEDGEMENT**

As a non-exempt employee, you are entitled to one 30-minute unpaid duty-free meal period whenever you work more than five consecutive hours in a work day. The meal period must begin before you complete five consecutive hours of work. You are relieved of all your work-related duties during your meal period.

You are also entitled to one duty-free 10-minute paid rest period if you work at least 3.5 hours. If you work more than 6 hours, you are entitled to two 10-minute paid rest periods. You are entitled to three 10-minute paid rest periods if you work more than 10 hours. Your rest periods should be taken as close to the middle of each work period as possible.

Acknowledgement: It is your responsibility to notify **EWM** if you do not have the opportunity to take your meal and rest periods as described above. By receipt of this acknowledgement, you acknowledge that you have had the opportunity to take full and uninterrupted meal and rest periods in accordance with the meal and rest period rules set forth above during the pay period indicated in the attached pay stub. If you did not receive the opportunity to take such meal or rest periods, either because of the pressure of work or because a superior asked that you work through your meal or rest period or take a short meal or rest period, you should fill out the form below and return it to **EWM** immediately.

*Please list each meal or rest period that you missed as a separate entry.

Date (MM/DD/YY)	Indicate Whether it was a Meal or Rest Period That was Late, Missed, Shortened, or Interrupted (e.g. Meal/Rest Period)	Specify Which Meal or Rest Period was Late, Missed, Shortened, or Interrupted (e.g. First/Second Meal or Rest Period)	Indicate the Reason Your Meal or Rest Period was Late, Missed, Shortened, or Interrupted

Employee Name (Printed)	Employee Signature	Date Signed / /
Name of EWM Reviewer		Date Sent to Payroll / /