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**MEAL PERIOD AND REST BREAK POLICY**

Pathways Academy Adult Education (“PAAE” or the “School”) complies with all laws for the provision of meal and rest periods for non-exempt employees.

**Meal Period**

Non-exempt employees working more than five (5) hours per day are provided with an unpaid, uninterrupted thirty (30) minute meal period to be taken approximately in the middle of the workday, but by no later than the end of the 5<sup>th</sup> hour of work. An employee may waive this meal period if the day’s work will be completed in no more than six (6) hours, provided the employee and the School mutually consent to the waiver in writing. Employees may request a meal period waiver form from the School.

The employee must clock out for the meal period and will be permitted a reasonable opportunity to take this meal period. During the meal period, the employee will be relieved of all duty, and is free to leave the premises. The employee is expected to return to work promptly at the end of the meal period. The immediate supervisor may need to schedule the timing of an employee’s meal period to ensure business operations.

If for any reason the employee is not provided a rest break or meal period in accordance with the policy, or if they are in any way discouraged or impeded from taking their rest break or meal period, or from taking the full amount of time allotted to them, the employee may be eligible for a missed rest break or meal period remedy and should immediately notify HR.

Anytime the employee misses a rest break or meal period that was provided to them (or they work any portion of a provided meal period), they will be required to report the time to HR and document the reason for the missed rest break and meal period.

**Rest Period**

Non-exempt employees are also provided with a single paid ten (10) minute rest period for every four (4) hours worked to be taken approximately in the middle of the four (4) hour work period. Employees are prohibited from combining meal and rest period time. A rest break is not authorized for employees whose total daily work time is less than three and one half (3.5) hours.

Employees are expected to observe assigned working hours and work with their supervisor to plan the work schedule with their meal and rest periods in mind. An employee’s supervisor must be aware of and approve scheduled meal and rest periods. Employees working at an onsite work location are permitted to leave the premises during such breaks. Employees must immediately inform their supervisor if they are prevented from taking meal and/or rest periods. Employees may not miss rest periods and non-waivable meal periods.

If for any reason the employee is not provided a rest break or meal period in accordance with the policy, or if they are in any way discouraged or impeded from taking their rest break or meal period, or from taking the full amount of time allotted to them, the employee may be eligible for a missed rest break or meal period remedy and should immediately notify HR.

If the employee works a shift from three and one-half (3.5) to six (6) hours in length, they will be entitled to one (1) paid ten-minute rest break. If they work more than six (6) hours and up to 10 hours, they will be entitled to two (2) paid ten-minute rest breaks. If the employee works more than 10 hours and up to 14 hours, they will be entitled to three (3) paid ten-minute rest breaks.