

Meal Period and Rest Break Premium Payment Requirements

Managers must pay one hour of pay at the employee's regular rate of compensation as a **meal period premium payment** for each day an eligible employee:

- Is not provided a full 30-minute, uninterrupted, duty-free meal period,
- Has not started the meal period prior to the completion of the 5th hour of work (4 hours 59 minutes from the start of the employee's shift),
- Is not provided a second 30-minute, uninterrupted, duty-free meal period when working more than 10 hours, or
- Has not started the second meal period prior to the completion of the 10th hour of work (9 hours 59 minutes from the start of the employee's shift).

Managers must pay one hour of pay at the employee's regular rate of compensation as a **rest break premium payment** for each day an eligible employee is not provided with one or more required duty-free rest breaks of at least 10 uninterrupted minutes.

Duty-free means employees:

- Must be relieved of all duty
- Must be permitted to leave the work premises
- Cannot be "on call" for any reason

If an employee is not provided with one or more required meal periods **and** one or more required rest breaks on the same day, you must pay the employee two (2) additional hours of premium pay for that day.

Premium Payments are made using the California meal period and rest break premium pay code. No other code should be used.

If you have any questions about using the pay code, contact the Payroll Department or HR.SodexoLive.Noram@sodexo.com . If you have any questions about the premium payment requirement, contact Human Resources.