

## California Meal Period and Rest Break Summary

Length of Actual Shift	Total Number of 10-Minute Rest Breaks (Paid)	Total Number of 30-Minute Meal Periods (Unpaid)
Less than 3.5 Hours	0	0
3.5 Hours to 5 Hours	1	0
5 Hours and 1 Minute to 6 Hours	1	1
6 Hours and 1 Minute to 10 Hours	2	1
10 Hours and 1 Minute to 14 Hours	3	2

**Meal Period Timing:** The first meal period must begin by 4 hours and 59 minutes into the shift and the second meal period must begin by 9 hours and 59 minutes into the shift.

**Rest Break Timing:** Rest breaks should be scheduled for the middle of each four-hour work period.

**Longer Shifts:** Additional rest breaks are required for shifts greater than 14 hours and additional meal periods are required for shifts greater than 15 hours.

**Union Employees:** To the extent a CBA contains more generous meal period and rest break requirements, the CBA controls.