

California Meal Period and Rest Break Policy and Acknowledgement Form

It is Sodexo Live!'s policy to comply with all state and local laws regarding meal periods and rest breaks, including those of the state of California. Therefore, the Company adopts the following policy applicable to its nonexempt (hourly paid) employees who work in California:

Meal Periods:

- ☐ Employees who work more than 5.0 hours per day are entitled to a 30-minute, unpaid, duty-free meal period. The 30-minute meal period **must begin** before the employee has completed the 5th hour of work, which is 4 hours and 59 minutes into the employee's shift (for example, if the employee's shift starts at 9:00 a.m., the employee must begin the meal period by 1:59 p.m.).
- ☐ Employees who work more than 10.0 hours per day are entitled to a second 30-minute, unpaid, duty-free meal period during the second half of the shift. Employees **must begin** the second meal period before they have completed the 10th hour of work, which is 9 hours and 59 minutes into the employee's shift.
- ☐ Meal periods should be scheduled for employees every day.
- ☐ Employees must clock or sign out and in for their meal period and must not perform any work duties during the meal period.
- ☐ Employees must be relieved of all duty during meal periods and be permitted to leave the work premises for the duration of their meal periods. Employees cannot be "on call" for any reason during meal periods.
- ☐ Employees must take their full 30-minute meal periods every day and may not waive them, except as permitted by law and approved by Human Resources.
- ☐ Employees who are unable to take a meal period for any reason must notify their supervisor *immediately*.
- ☐ Employees who do not clock or sign out or in for a meal period must notify their supervisor *immediately* and record the missed punch on the Punch Exception Log, initial the entry, and have the supervisor or manager approve the entry by initialing the missed punch.
- ☐ **Employees who are not provided with a meal period as set forth in this Policy should notify their supervisor, manager or Human Resources *immediately*.**

Rest Breaks:

- ☐ Employees are entitled to take one paid, duty-free, 10-minute rest break for every 4 hours worked or major portion thereof (which is defined as 2 hours).
- ☐ Employees should take their rest break as close as possible to the middle of each 4-hour portion of their shift.
- ☐ Rest breaks should be scheduled for employees every day.
- ☐ Employees should not clock or sign out for rest breaks.



- ☐ Employees must be relieved of all duty during rest breaks and permitted to leave the work premises for the duration of the break. Employees cannot be “on call” for any reason during rest breaks.
- ☐ Rest breaks may not be combined with other rest breaks or the employee’s meal period.
- ☐ **Employees who are not provided with a rest break as set forth by this Policy should notify their supervisor, manager or Human Resources *immediately*.**

Employees must approve their time each pay period after verifying its accuracy.

If you have concerns about your meal periods or rest breaks, you can utilize Sodexo’s Promise of Respect and Fair Treatment process or contact the PeopleCenter at 855 Sodexo HR (855-763-3964).

Compliance with Sodexo Live!’s California Meal Period and Rest Break Policy:

Employees are expected to know and comply with the Company’s California Meal Period and Rest Break Policy. Violations include, but are not limited to:

- ☐ Failure to take meal periods or rest breaks.
- ☐ Failure to report missed, untimely, and short meal periods and rest breaks.
- ☐ Failure to clock or sign out and in for meal periods.

Per the Sodexo Payment of Wages for All Hours Worked Policy, CP-217, accurate timekeeping of all work time and meal periods is critical.

Employees who fail to comply with Sodexo Live!’s California Meal Period and Rest Break Policy will be subject to constructive counseling, up to and including termination of employment. Employees who intentionally violate the Company’s California Meal Period and Rest Break Policy and/or the Payment of Wages for All Hours Worked Policy (i.e., misrepresent time worked) are subject to immediate termination of employment.

Managers who fail to enforce and comply with Sodexo Live!’s California Meal Period and Rest Break Policy will be subject to constructive counseling, up to and including termination of employment.

Employees Covered by a Collective Bargaining Agreement:

Employees in units covered by a collective bargaining agreement shall follow the terms of the applicable collective bargaining agreement pertaining to meal periods and/or rest breaks, if more generous than this Policy. If the applicable collective bargaining agreement is silent on the subject of meal periods and/or rest breaks, then this Policy or state law shall apply.

Employees who have any questions concerning this Policy should contact their supervisor, manager or Human Resources.

Employee Acknowledgement

I acknowledge this policy has been provided and explained to me. I understand and agree to follow this policy.

Print Employee Name: _____

Employee Signature/ Date: _____