

SECOND MEAL PERIOD WAIVER FORM

Requesting Employee: _____

First Meal Period: No Waiver

I understand that if I work more than five consecutive hours that I am provided and I am required to take a 30-minute, unpaid, duty-free, uninterrupted meal period. I understand that this first meal period **may not be waived** and that if I am unable to take my full, uninterrupted meal period that I must code a missed meal break in the timekeeping system.

Second Meal Period: Waiver by Agreement

I also understand that if I work a shift containing two work periods of five or more consecutive hours that I am entitled to a *second* 30-minute, unpaid, duty-free, uninterrupted meal period. **This second meal period may be waived by voluntary agreement.**

Occasional choice to take second meal: I understand that even if I request on this form to waive my second meal period that I can still choose to take a second meal period on a particular day as needed. To take an occasional second meal break I simply need to: (1) notify my supervisor (to ensure adequate coverage) and (2) code in the timekeeping system that I took a second meal break.

Revocation of waiver: I also understand that if I request on this form to waive my second meal period that I can change my mind and revoke the waiver at any time. To revoke my second meal period waiver I must, as soon as possible: (1) notify my supervisor (to ensure I am provided my meal breaks) and (2) notify HR in writing (to update the waiver documentation).

Request to Waive Second Meal Period:

- I REQUEST TO WAIVE MY SECOND MEAL PERIOD
- I DO NOT REQUEST TO WAIVE MY SECOND MEAL PERIOD (I WISH TO TAKE MY SECOND MEAL PERIOD)

Requesting Employee's Signature

Date Requested

APPROVED:

Supervisor/Manager Signature

Date Approved

Original: Current unit file
Cc: Employee
Cc: Human Resources