

[Company Name]

Employee Break Policy & Acknowledgment Form

This document outlines [Company Name]'s break policy in accordance with applicable federal and state laws. All employees are required to read, understand, and sign this form as part of their onboarding and whenever this policy is updated.

Note: Break requirements vary by state. If your state law provides greater protections than those listed here, state law applies. Please consult your HR department or your state labor board if you have questions about your specific entitlements.

1. Break Entitlements

The following break standards apply to all eligible employees. Additional rights may apply based on your state of employment.

1.1 Rest Breaks (Paid)

- Employees who work shifts of [X] hours or more are entitled to a paid rest break of at least [X] minutes for every [X] hours worked, or major fraction thereof.
- Rest breaks are counted as time worked and must be compensated at your regular rate of pay.
- Employees may not be required to remain on-call or perform any work duties during a rest break.
- Rest breaks should, where practicable, be taken in the middle of each work period.

1.2 Meal Breaks (Unpaid)

- Employees who work shifts of more than [X] hours are entitled to an uninterrupted, duty-free meal break of at least [X] minutes.
- Meal breaks are generally unpaid, provided the employee is completely relieved of all duties for the entire break period.
- If an employee is required to remain on duty during a meal period, the break will be paid and treated as compensable time.
- Employees working shifts of [X] hours or more may be entitled to a second [X]-minute meal break.

1.3 Additional Breaks

- Nursing mothers: Employees who are nursing are entitled to reasonable break time to express breast milk for up to [X] year(s) after the child's birth, in accordance with the PUMP for Nursing Mothers Act. A private, non-bathroom space will be provided.

- Medical or disability-related breaks: Employees who require additional or longer breaks as a medical accommodation should contact HR to request a reasonable accommodation under the ADA.

2. Break Scheduling & Timing

- Break schedules will be coordinated by your direct manager or supervisor.
- Employees should not skip or delay breaks without manager approval. If operational needs require a break to be rescheduled, your manager must make reasonable efforts to provide the break at another time during the shift.
- Employees may not voluntarily waive rest breaks except where explicitly permitted by applicable state law.
- Meal breaks may be waived by mutual written consent in limited circumstances permitted by state law (e.g., shifts of 6 hours or less in certain states).

3. Timekeeping & Break Logging

- All meal breaks must be accurately recorded in [Company's time tracking system].
- Employees must clock out at the start of an unpaid meal break and clock back in when they return.
- Rest breaks are paid and do not require clocking out.
- Falsifying time records — including logging a break that was not taken — is a serious violation of company policy and may result in disciplinary action up to and including termination.
- If you work through a scheduled break or are asked to return early, you must notify your manager immediately and report it through [designated reporting process] so that appropriate compensation can be made.

4. Employee Responsibilities

- Take all scheduled breaks as provided.
- Accurately record all time worked and breaks taken in the timekeeping system.
- Report any missed, interrupted, or denied breaks to your manager or HR as soon as possible.
- Do not perform work duties during unpaid meal breaks.
- Communicate any need for additional breaks (e.g., medical accommodation) to HR.

5. Manager Responsibilities

- Ensure all employees under their supervision are provided and able to take breaks as required by law and this policy.
- Schedule breaks proactively and ensure adequate coverage so that breaks can be taken.
- Never discourage, penalize, or retaliate against an employee for taking a lawfully entitled break.

- Address missed or interrupted breaks promptly and ensure proper compensation is provided where required.

6. Violations & Reporting

Employees who believe their break rights have been violated should:

- First, speak with their direct manager.
- If unresolved, contact the HR department at [HR contact info].
- Employees may also contact their state labor board or the U.S. Department of Labor's Wage and Hour Division (WHD) at dol.gov/agencies/whd.

[Company Name] strictly prohibits retaliation against any employee who reports a break policy concern in good faith.

EMPLOYEE ACKNOWLEDGMENT

By signing below, I acknowledge that:

- I have received, read, and understand the [Company Name] Employee Break Policy.
- I understand my break entitlements under this policy and applicable law.
- I understand my responsibility to accurately record all breaks in the timekeeping system.
- I understand that falsifying time records is a violation of company policy.
- I know how to report a break-related concern and understand that retaliation is prohibited.
- I have had the opportunity to ask questions and have them answered to my satisfaction.

Employee Full Name (Print)

Job Title / Department

Employee Signature

Date

HR Representative Signature

Date

A signed copy of this form will be retained in the employee's personnel file. The employee will receive a copy for their records.

Policy Version: 1.0 | Effective Date: _____ | Last Reviewed: _____