**MEAL BREAK WAIVER AGREEMENT**

Employee Name (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to waive meal periods as follows:

 **First Meal Period**

I understand that I am entitled to an unpaid meal break of not less than 30 minutes for every five (5) hour period of time worked. However, I understand that I can waive the meal period when my total day’s work will be completed within a work period of not more than six (6) hours.

Accordingly, I agree to waive the meal period whenever my total day’s work will be completed within a work period of not more than six (6) hours.

**Second Meal Period**

I understand that I am entitled to a second unpaid meal break of not less than 30 minutes if I work more than ten (10) hours during a workday. However, I understand that I can waive the second meal period when my total day’s work will be completed within a work period of not more than twelve (12) hours, as long as I did not waive the first meal period.

Accordingly, I agree to waive the second meal period whenever my total day’s work will be completed within a work period of not more than twelve (12) hours, as long as I did not waive the first meal period.

I enter into this agreement freely and voluntarily. I understand that either the company or I can revoke this agreement in writing at any time.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Supervisor Name (Please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Please forward form to the Human Resources Department.