

### **Purpose**

PeopleReady, Inc. ("the Company") complies with all state, federal, local, and Company wage and hour rules. It is Company policy that all Associates receive meal and rest breaks required by applicable state and local law. All Associates working in the State of California must comply with state wage and hour Laws.

Please review the regulations below regarding meal and rest breaks.

### **Meal and Rest Break Requirements**

#### **10-Minute Rest Break:**

- A rest period is not required for employees whose total daily work time is less than three and one-half hours.
- You are entitled to one ten-minute rest break if your shift is three and one-half to six hours long, a second ten-minute rest break if your shift is between six and ten hours long, a third rest break if your shift is between ten and fourteen hours long and so on.
- Rest breaks should occur roughly in the middle of each four-hour work period.
- Do not document the rest break on your timecard.
- You should not perform any work during break periods and the rest break should be uninterrupted and duty free. You are free to leave the work premises during your rest periods, but you must return within the 10-minute period.
- Rest breaks and Meal breaks cannot be combined.

#### **30-Minute Meal Break:**

- If you work more than five hours in a day, you are entitled to a thirty minute, uninterrupted and duty free meal period that starts before the end of the fifth hour of work and during which you may come and go as you please. If you work more than ten hours, a second meal break should be made available to you before the end of the tenth hour of work.
- You may waive your second meal period if your total hours worked for the day is between ten and twelve hours. You may not waive both your first and second meal periods. You may only waive your first meal period if you are going to work six or less hours in a day.
- You may waive your second meal break through Jobstack when entering your time or by signing the "Standing Meal Break Waiver California." You may revoke the standing waiver at any time, for any one shift or in its entirety, by advising your local branch or site in writing, or by emailing [CAbreaks@peopleready.com](mailto:CAbreaks@peopleready.com).
- You must record your meal periods and you must notify PeopleReady if for any reason you were not provided with the opportunity to take a timely, uninterrupted, duty free meal or rest break.