



Human Resources | One Washington Square San Jose, CA 95192-0155 | Phone (408) 924-6322 | Fax (408) 924-6399

**Rest Periods (Breaks)**

- Employees will be given a 10-minute rest period (break) for every 4 hours worked. Breaks are normally scheduled during the mid-point of each shift, but breaks may occur at other times as necessary when determined by the supervisor. Breaks will be counted as time worked and will not be deducted from wages. All personal business should only occur during these assigned break times.

**Meal Breaks**

- Employees that are scheduled to work in excess of 5 hours will be given a meal break. This meal break will be at least 30 minutes and is unpaid.
- During certain instances when an employee cannot be relieved of all duties for the minimum 30 minute meal period, an employee will be granted an “on duty meal period.” This “on duty meal period” will be counted as time worked and will be indicated on the employee’s timesheet as a meal “With Pay.”
- This “on duty meal period” can only be granted upon receipt of a written agreement between the employee and the Student Union, Inc.
- This written agreement may be revoked at any time.

**Agreement for Meal Period**

This agreement regarding meal periods is entered into between the Student Union of San Jose State University and \_\_\_\_\_ Employee ID # \_\_\_\_\_.

Due to the nature of some work, it is sometimes impossible to grant a 30-minute meal break during which the employee is relieved from all duty. On these instances, the employee will have an “on duty meal period” that shall be paid for by the company.

This agreement shall remain in effect during the period of \_\_\_\_\_ to \_\_\_\_\_ and may be revoked at any time.

I certify that this agreement is freely and voluntarily entered into.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ Date: \_\_\_\_\_