MEAL PERIOD EXCEPTION LOG

REPORT OF LATE, MISSED, OR SHORTENED MEAL PERIODS

Under our policies and California law, except when valid written waivers are in place, non-exempt employees who work more than five hours per day are provided with a duty-free and uninterrupted meal period of not less than 30 minutes, to begin no later than the end of the fifth hour of work. Employees who work more than 10 hours per day are provided with a second, duty-free and uninterrupted meal period of not less than 30 minutes to begin no later than the end of the tenth hour of work.

Note, nonexempt employees are free to leave the College during meal periods and are not on call, nor expected or required to respond to calls, texts or pagers during this time.

I am notifying the College that I did not take a meal period in accordance with the above policy on the date(s) indicated below. This form should be submitted to the employee's supervisor/manager by the end of the payroll period during which a meal period was late, missed, or shortened.

Date (MM/DD/YYYY)	Type of Meal Period Exception: Late, Missed, or Shortened – List Which One	Reason Late, Missed or Shortened

This exception report should be used only to record missed, late, or short meal periods, if any, and the reasons for such meal period(s). Employee understands that he/she is to be accurate and truthful on this exception report and there will be no retaliation for truthfully completing this exception report. If an employee is found to be abusing this exception report in any manner or otherwise violating policy, an employee will be subject to discipline up to and including immediate termination.

Employee by his/her signature below, agrees Employee has complied with, and will comply with, the above rules.

Employee Name and Unit or Department (Printed)	Employee Signature	Date Signed

Return to the Office of Human Resources by the Close of Each Pay Period End Date