



## Calculating Meal Break Timing

**Scenario Example:** Worker begins their workday at 8:00 am. \*This applies to all hourly workers.

Time	Hour of Work
8 am – 9 am	1 <sup>st</sup> hour of work
9 am – 10 am	2 <sup>nd</sup> hour of work
10 am – 11 am	3 <sup>rd</sup> hour of work
11 am – 12 pm	4 <sup>th</sup> hour of work
12 pm – 1 pm	5 <sup>th</sup> hour of work (provide meal period no later than end of this 5 <sup>th</sup> hour or 12:59 pm)

Please reach out to the [Office of Human Resources](#), [hr@hmc.edu](mailto:hr@hmc.edu), if you have any special circumstances.