



### **Meal Break Policy**

Sunshine Village will provide all employees who work a minimum of 6 hours in a day with a 30-minute unpaid meal break. All employees must punch out and in at the beginning and end of the break period. During the meal break, employees are prohibited from performing any work. Meal breaks must be scheduled at a mutually agreeable time between the employee and supervisor, so as not to jeopardize operations or client care. Employees who have signed a waiver may revoke their waiver on any day they wish to take the meal break, and it is requested that they notify their manager by 10:30 a.m. that they plan on taking the meal break.

Sunshine Village will allow an employee to voluntarily waive their meal break. It is the employee's free choice whether to request this waiver. An employee who elects *not* to sign a waiver will be required to take an unpaid 30-minute break every day in which they work six hours or more. Employees who waive their meal break and work through breaks will be paid for this working time. Employees who work through their meal break must notify their manager and sign a waiver on each day they would like to waive this meal break. Employees who have not signed this waiver, and work through breaks without notifying their manager (or absent other extenuating circumstances requiring them to do so), will be subject to disciplinary action, up to and including termination.