



Rest Break, Meal Periods, & Premiums Employee Guide

*Revised: 03/2025
Annie Gregory
Payroll Manager*

Contents

Overview of Rest Breaks & Meal Periods, Employee Responsibility	3
Rest Breaks - Employee	3
Attestation for Rest Break - Employee	3
Meal Waiver/Meal Revoke Form- Employee	3
Meal Breaks - Employee	4
When Meal Breaks are to be Taken	4
Attestations for Meal Break – Waiver on File - Employee	5
Attestations to Meal Breaks – No Meal Waiver on file - Employee	5
Policies – Rest Break & Meal Period - Employee	6
Meal Period, HRP-M548	6
Contact for Assistance - Employee	6

Overview of Rest Breaks & Meal Periods, Employee Responsibility

This section walks you through what is on the employee guide for the Rest Break and Meal Period that is provided to employees for manager reference.

It is the responsibility of non-exempt employees to clock out at the conclusion of each workday using the designated time clock, the ADP Dashboard, or the mobile application, depending on their specific position. When logging out, all hourly employees are required to confirm that they have taken all rest, and meal breaks throughout their shifts.

This guide will walk you through the when, how and why employees are attesting to rest breaks and meal periods when clocking out at the end of the shift.

Rest Breaks - Employee

Non-exempt employees are entitled to a 15-minute paid rest break for every 4 hours worked during their shift, and this right cannot be waived. These breaks may be taken intermittently as the nature of the work allows, or they may be scheduled (or both). Scheduled breaks must be taken as close to the midpoint of each 4-hour work period as possible and no more than 3 hours after the start of the scheduled shift. Rest Breaks are paid breaks. One rest break is allowed to be taken along with a meal break. However, you will only clock out for the meal break.

Shift Duration	Rest Breaks Allowed Per Shift Duration
4 Hours	1/15 minutes
8 Hours	2/15 minutes
10 Hours	2/15 minutes
12 Hours	3/15 minutes

Attestation for Rest Break - Employee

At the end of the day, when selecting Clock out for the Day, you will attest to taking your Rest Breaks as Yes, No, or Does not apply. The Rest Break does not apply only if you work less than 4 hours in a shift.

- Did you take Rest Break 1?
- Did you take Rest Break 2?
- Did you take Rest Break 3?

In the event that you did not take 1 or more Rest Breaks required you must email your manager with the date and the reason a rest break was not taken.

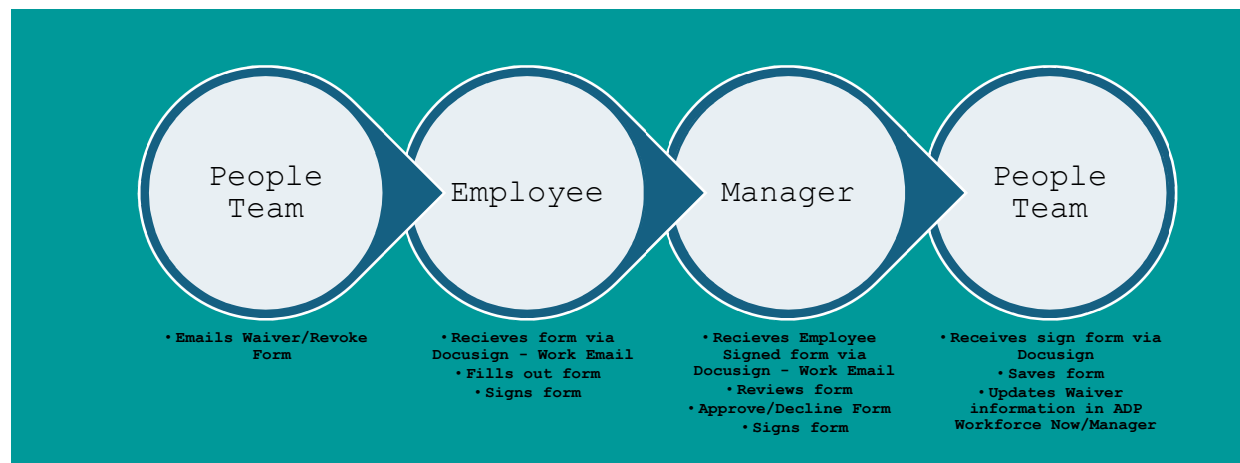
Meal Waiver/Meal Revoke Form- Employee

This form is voluntary and is not a requirement to be signed. You can revoke your meal waiver form at any time.

To request a Meal Waiver or a Meal Waiver Revoke form, e-mail people@nwkidney.org. Once you request the form, it will be sent to your work email address. After you fill out and sign it, it will go to your manager for review, approval, or decline.

Signing a Meal Waiver does not restrict employees from taking their well-deserved breaks; instead, it offers valuable flexibility to enjoy those breaks at a time that is better suited and beyond what the law permits. If you take a meal break, it is still required to clock out and back in from meal breaks.

All non-exempt employees who have signed a waiver and take a lunch break must clock out and back in for meal breaks.

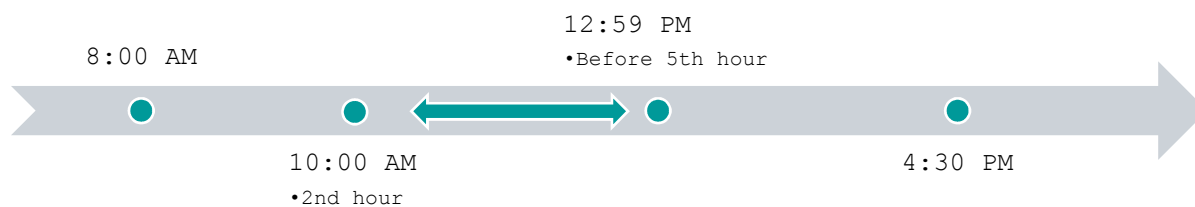


Meal Breaks - Employee

When Meal Breaks are to be Taken

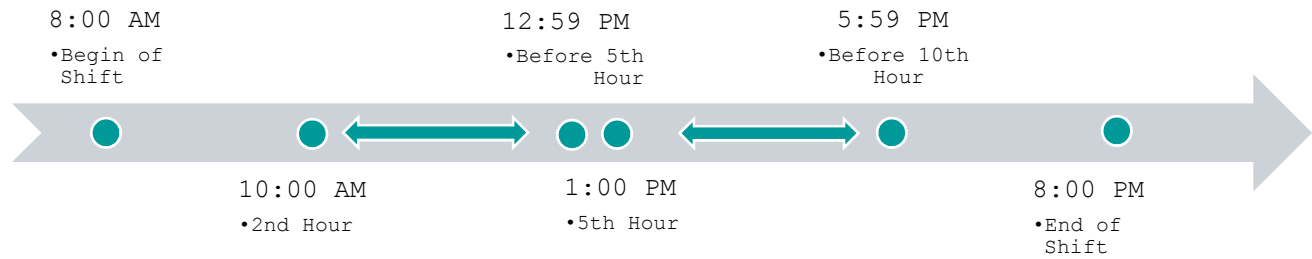
Employees who typically work an 8-hour shift

- Employees are entitled to take one 30-minute meal period.
- The 30 minutes must be provided between the second and fifth working hours. But not on or after the 5th hour.



Employees who typically work a 12-hour shift

- Employees are entitled to take a 30-minute meal-period no later than at the end of each five hours worked.
- The second 30-minute meal period must be given within five hours from the end of the first meal period.



Attestations for Meal Break – Waiver on File - Employee

At the end of the day, whether it is on the time clock, online, or on the mobile app, select:

‘Clock Out for the Day’

After attesting to rest breaks, you will be directed to attest to the meal period. If you have a waiver on file, you must select **‘I have an approved Meal Waiver on file’** regardless of whether you took a meal break.

Unable to take a Meal Break

If an employee is unable to take a break due to Northwest Kidney Center's operational requirements, they must still attest to 'I have waiver on file'. Inform your manager via email, providing the date and reason for the inability to take a break. The manager will review the submitted request and make any necessary adjustments to the employee's timecard. This protocol will also apply to clinics operating with only one nurse supervisor on staff.

Attestations to Meal Breaks – No Meal Waiver on file - Employee

If you took all meal breaks

- 8-hour shift - 1 meal break: **Yes**
- 10-hour shift – 2 meal breaks: **Yes**

If you did not take all your meal breaks in the 5th and 10th hours

- 8-hour shift: No meal break.
 - Select: **No**
- 10-hour shift:
 - I took the 5th-hour meal break and did not take the 10th-hour meal break.
 - Select: **No**
 - I did not take my 5th-hour meal break but took the 10th-hour meal break.
 - Select: **No**
 - I did not take a 5th or 10th-hour meal break.
 - Select: **No**

If you worked less than 5 hours

- Select: Does not apply

Policies – Rest Break & Meal Period - Employee

At any time, you may refer to the Rest and Meal Period policies by accessing them via PolicyStat, located on K-net. Should you have any questions regarding these policies, please direct your inquiries to people@nwkidney.org.

Policy Names

Rest Breaks, HRP-R547

Meal Period, HRP-M548

Contact for Assistance - Employee

For employees needing assistance, always contact your manager or supervisor first. If you need further help, reach out to payroll or the payroll manager.

Contact	Name	Email address	Phone Number
Payroll	Payroll Specialist	payroll@nwkidney.org	(206) 901-8730
Payroll Manager	Annie Gregory	Annie.gregory@nwkidney.org	(206) 608-0216