



Rest Break, Meal Periods & Premiums Employee Guide

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Annie Gregory
Payroll Manager

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Overview of Rest Breaks & Meal Periods, Employee Responsibility

This section walks 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 explains 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, the employee only needs to 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, the employee must attest to taking Rest Breaks as Yes, No, or Does not apply. The Rest Break does not apply only if an employee works 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 an employee did not take 1 or more Rest Breaks required they must email their manager with the date and the reason a rest break was not taken.

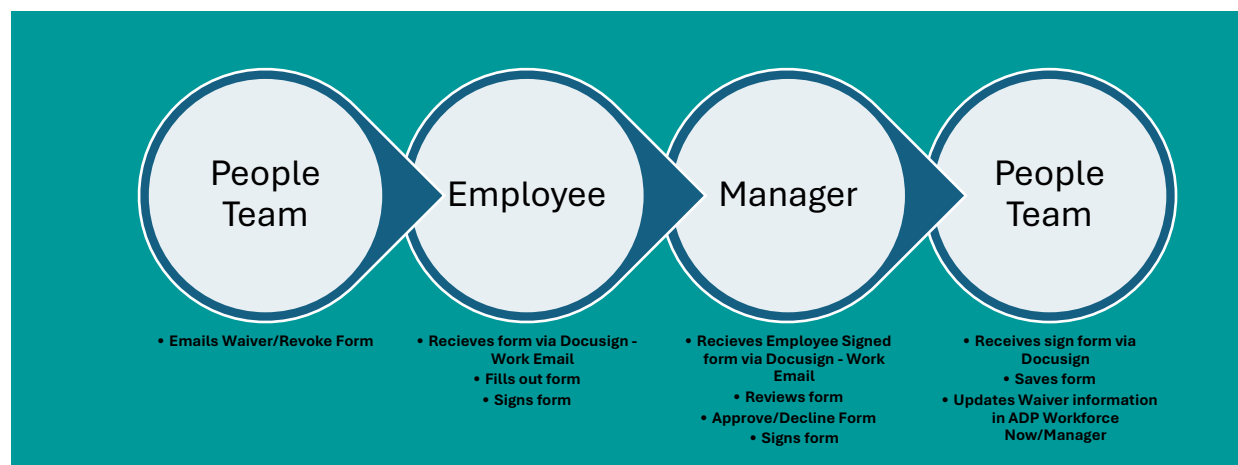
Meal Waiver/Meal Revoke Form- Employee

This form is voluntary and there is no requirement that it be signed. A meal waiver form may be revoked at any time.

To request a Meal Waiver or a Meal Waiver Revoke form, e-mail people@nwkidney.org. The request must be sent by the employee and not by the employee's manager. The form will be sent to the employee's work email address. After the form is filled out and signed, it should be sent to the employee's 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. 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.

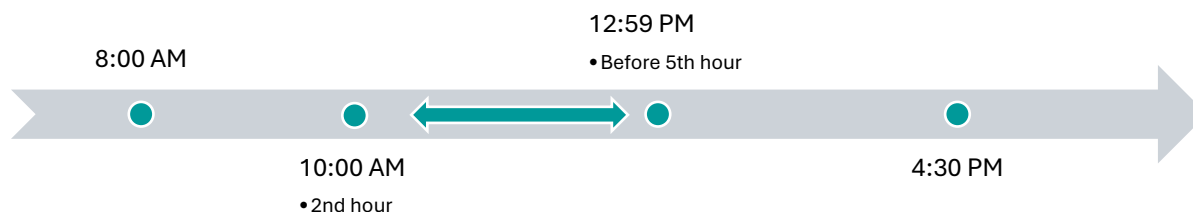


Meal Breaks - Employee

When Meal Breaks are to be Taken

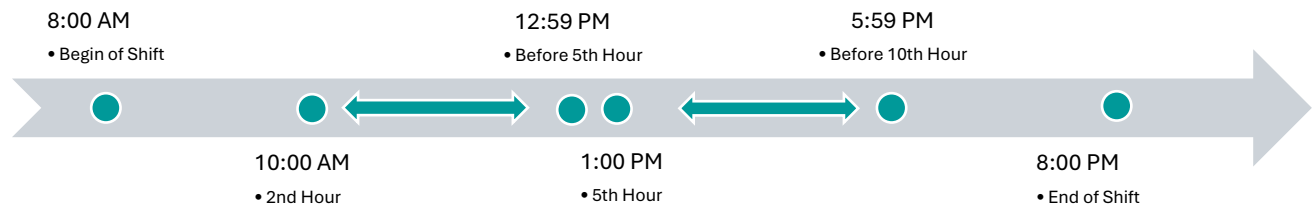
Employees who typically work an 8-hour shift

- 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, the employee will be directed to attest to the meal period. If there is a waiver on file, the employee must select '**I have an approved Meal Waiver on file**' regardless of whether they 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'. The employee must inform their 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 all meal breaks were taken

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

If all meal breaks were not taken 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 the employee 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 Break and Meal Periods Policy ID 18037537

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 Specialist	Allen Agcamaran	payroll@nwkidney.org	(206) 720-8808
Payroll Manager	Annie Gregory	Annie.gregory@nwkidney.org	(206) 901-8730 o. (206) 608-0216 c.