**Rest Periods**

I acknowledge it is my responsibility to ensure I take my allotted rest breaks during any and all working shifts that qualify me to take a rest break. The hours worked to earn a rest break are explained below.

Hours Worked Number of Rest Breaks

0-3.5 0

3.5-6.0 1

6.0-10 2

10.0-14.0 3

14.0-18.0 4

If I miss my rest break and I am in need of one I must inform my manager immediately.

Failure to do so may and will result in disciplinary action.

Employee's Printed Name: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it

will be filed in your personnel file.