



MEMORANDUM 2024-01

DATE : February 20, 2024
TO : All Employees
FROM : HR Department
SUBJECT : Clock In and Clock Out for Coffee Break

In compliance with Labor Laws and its Implementing Rules, Coffee Break is a compensable fifteen (15) minutes break given by the employer to his employees, and under the following terms and conditions;

- (a) One (1) time fifteen (15) minutes per workday;
- (b) Must be recorded in Time Clock machine by punching “break out” and “break in”;
- (c) Can be utilized either first half or second half of the workday;
- (d) Can be utilized together with unpaid sixty (60) minutes meal break and separate punch records for two different break period is unnecessary;
- (e) Failure to clock in and out for coffee break may be subject to disciplinary action; and
- (f) Failure to report back to the assigned work areas at the end of the coffee break may be subject to disciplinary action.

We expect full support and cooperation in strictly adhering to this Policy, which shall be implemented effective March 1, 2024.

For questions, please contact the Human Resources Office at local 2008.

Thank you.

Acknowledged by:

Print Name/Title

Signature

Date

Please read through carefully, print name and date, and email back to hr_mnl@evacare.com