

# REST BREAKS/MEAL PERIODS AND SCHEDULED DAYS OFF

## CALIFORNIA

At Nordstrom, you provide great service and take care of your customers every day. It is just as important to take care of yourself. To that end, we support you in taking your rest breaks, meal periods, and scheduled days off.

We schedule rest breaks and meal periods in accordance with applicable law for all shifts and expect that all employees take their rest breaks and meal periods. Employees are free to use their rest breaks and meal periods as they wish and are relieved of all work duties during their breaks. Rest breaks and meal periods may not be combined and they may not be used to shorten the workday.

Contact your manager or the Employee Contact Center if you have any questions or are unable to take your rest breaks or meal periods as scheduled or otherwise provided by your manager.

### REST BREAKS

You are expected to take a paid rest break of at least 10-minutes for every four hours worked (or major fraction thereof) at the time scheduled or provided by your manager. Rest breaks are to be taken in the middle of each work period as much as possible.

### MEAL PERIODS

You are expected to take a reasonable unpaid meal period during your scheduled shift at the time scheduled or provided by your manager.

You expected to take an unpaid meal period of at least 30 minutes when working more than five hours. You must clock out for this meal period. This meal period will be provided before the end of your fifth hour of work.

If you are scheduled to work no more than six hours in a workday, you may waive your meal period by mutual consent with Nordstrom. Contact the Employee Contact Center if you work six hours or less in a workday and would like to waive your meal period.

If you work over ten hours in a day, you are expected to take an additional unpaid meal period of at least 30 minutes. This meal period will be provided before the end of your tenth hour of work.

You may waive your second meal period by mutual consent with Nordstrom if you work less than twelve hours in a day and have not waived your first meal period. Contact the Employee Contact Center if you work twelve hours or less in a workday and would like to waive your meal period.

If you are unable to take your rest break or meal period, are interrupted during your break for work purposes, or have to take your break late, contact the Employee Contact Center so that Nordstrom can ensure you are appropriately paid for the time.

### SCHEDULED DAYS OFF

All employees are entitled to at least one day off per seven-day workweek. Although employees are entitled to one day off, it is our general practice to schedule employees for at least two days off each workweek if business needs allow.

Except as permitted by law, Nordstrom does not require or expect employees to work more than six days in a workweek. However, we also recognize there may be reasons an employee wishes to voluntarily forgo their scheduled days off and work seven days in a workweek. If you wish to voluntarily forgo your day off, speak with your manager about your scheduling needs. Nordstrom will pay employees who work all seven days in a workweek overtime premiums owed under applicable laws.

# NORDSTROM

## ACKNOWLEDGEMENT

If you have not been scheduled for a day off in accordance with these guidelines or have not been given the opportunity to take your rest breaks or meal periods, see your manager or the Employee Contact Center. We will assume that you have been provided with your rest breaks, meal periods, and your scheduled days off unless you notify your manager or the Employee Contact Center otherwise.

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EMPLOYEE NAME (PLEASE PRINT)

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EMPLOYEE SIGNATURE

DATE

*Nothing about this document constitutes an employment contract. Employment with Nordstrom remains at-will which means that both the employee and Nordstrom reserve the right to end the employment relationship at any time, with or without notice, with or without reason.*