

Timekeeping & Overtime Policy Acknowledgment - English

I will accurately record all time worked using the Company's timekeeping system.

I will take required meal/rest breaks as scheduled and report missed breaks.

Overtime must be approved in advance; however, all time worked must be recorded and will be paid in accordance with law.

Signature / Firma: _____

Printed Name / Nombre: _____

Date / Fecha: _____