

## **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:** \_\_\_\_\_