



**MEAL AND REST PERIOD OBLIGATION ACKNOWLEDGEMENT
NON-EXEMPT SALARIED AND HOURLY EMPLOYEES**

Meal Period: I understand that the California Wage Orders require that I take a meal period of no less than 30 minutes whenever I exceed over five hours in a work day and must begin before I exceed five hours of work. I qualify for an exception and sign a waiver of my right to a meal period if the total is six (6) hours in a work day. I understand it is my obligation under the law and my employer's policies to take a meal period of at least 30-minutes within the time identified above. I understand that a violation of this rule constitutes a violation of the law and ASI policies. I further understand that I may be subject to disciplinary action, if I violate this policy.

Rest Period: I understand that I am entitled to a rest period of ten (10) minutes for 3.5 to 6 hours of work. I further understand that the rest period should be taken as close to the middle of each work period as possible and that no supervisor may ask or require me to give up my rest period.

I hereby certify that I fully understand the rules regarding meal and rest periods and will comply fully with the rules. If I am denied a meal or rest period to which I am entitled, or if I fail to take a meal or rest period as required by law and my employer's policies, I agree to be notified by my supervisor or Human Resources department during timecard approval, so that the matter can be fully and carefully investigated and appropriate corrective action can be taken.

Print Name

Signature

Date