

Meal Period Requirements

Meal periods are neither time worked nor time on pay status. An employee must be completely relieved from duty during the meal period, or it should be considered time worked. California Labor Code (CLC) requires that a meal period is provided when an employee works for a period of more than five hours. The meal period must be provided no later than the end of the employee's fifth hour of work.

Collective bargaining contracts for our CX, RX, TX and SX employees state that a ½ hour meal period is provided for any work period of six continuous hours or more. PPSM policy states that non-represented, non-exempt employees whose total workday is at least five hours, will be provided a meal period of at least 30 minutes unless the employee and his/ her supervisor agree to waive this period. If the work day for a PPSM employee exceeds 5 hours, CLC applies.

It is important to recognize the above difference between the continuous work hours for *represented* (6 hours) and *non-represented* (5 hours) when providing a meal period.

Meal periods should be provided on a normal basis. If an operational need arises that requires the employee to work during their normally scheduled meal period, the meal period should be rescheduled.

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