

**COWORX STAFFING SERVICES, LLC
Rest and Meal Period (“Break”) Policy**

Revised: 7/15/13

Rest and Meal Period (“Break”) Policy: The following policy is applicable to all CoWorx Staffing Services temporary employees during temporary assignment with any CoWorx Staffing Services client. Employees not working in one of the states listed here are permitted to take paid rest periods or unpaid meal periods only as permitted or required by your supervisor

Paid Rest Periods: All employees will be provided reasonable time to use the restroom facilities without a pay deduction. If required by the client, you must notify your supervisor before taking a restroom break. Employees in California, Colorado, Kentucky, Nevada, Oregon, or Washington are required to take a paid rest period of no more than 10 minutes during any 4 hour shift. Employees working a shift of 8 hours or longer are required to take a second 10 minute rest period. The rest period may not occur at the very beginning or very end of your work shift and you must coordinate the scheduling of these rest periods with your supervisor. You may not take more than 10 minutes unless you have the prior approval of a supervisor. You are relieved of all duties during this rest period and may use the time as you see fit. Do not list these rest periods on your timesheet.

State	Shift of at least	Rest Period Length	Other Notes
California	4 hours	10 minutes	Not required for employees whose total daily work time is less than 3 and ½ hours
Colorado	4 hours	10 minutes	
Kentucky	4 hours	10 minutes	
Nevada	4 hours	10 minutes	Not required for employees whose total daily work time is less than 3 and ½ hours
Oregon	4 hours	10 minutes	Breaks should be in the middle of scheduled shift if at all possible
Washington	4 hours	10 minutes	Breaks should be in the middle of scheduled shift if at all possible

Unpaid Meal Periods: The following lists of states have requirements pertaining to unpaid meal periods based on the number of hours worked in a shift. You must coordinate the scheduling of these meal periods with your supervisor. The meal period may not occur at the very beginning or very end of your work shift and generally meal periods should occur toward the middle of your full work shift. You may not take more than the total time outlined in this policy unless you have the approval of a supervisor. In addition, you do not have the option to take less time than what is listed in the chart below as these unpaid meal periods are mandatory per the applicable state law. You are required to list the start and end time for these unpaid meal periods on your timesheet.

State	Shift of at least	Meal Period Length	Other notes
California	5 hours	30 minutes	Additional 30 minute unpaid meal period for a shift of 10 hours or more
Colorado	5 hours	30 minutes	
Connecticut	7.5 hours	30 minutes	The meal period must be some time after the 1st 2 hours of work and before the last 2 hours
Delaware	7.5 hours	30 minutes	The meal period must be some time after the 1st 2 hours of work and before the last 2 hours
Illinois	7.5 hours	20 minutes	The meal period must be no later than 5 hours after the start of the shift
Kentucky	5 hours	30 minutes	The meal period must be after the 1 st 3 hours of work and no more than 5 hours after the start of the shift
Maine	6 hours	30 minutes	
Massachusetts	6 hours	30 minutes	
Minnesota	8 hours	30 minutes	
Nebraska	8 hours	30 minutes	
Nevada	8 hours	30 minutes	
New Hampshire	5 hours	30 minutes	
New York	6 hours	30 minutes	Employees whose shift starts before 11:00 a.m. and which continues past 7:00 p.m. shall receive an additional meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m.
North Dakota	5 hours	30 minutes	
Oregon	6 hours	30 minutes	
Rhode Island	6 hours 8 hours	20 minutes or 30 minutes	All employees are entitled to 1 20 minute mealtime within a six hour work shift or a 30 minute mealtime within an eight work shift
Tennessee	6 hours	30 minutes	The meal period must be after the 1 st hour of work
Washington	5 hours	30 minutes	The first meal period must be taken between the 2 nd and 5 th hour; an additional meal period must be taken for every additional 5 hour consecutive shift, to be scheduled within five hours from the end of the first meal period.
West Virginia	6 hours	20 minutes	
Wisconsin	6 hours	30 minutes	
Guam	5 hours	30 minutes	
Puerto Rico	6 hours	60 minutes	1 hour, after end of 3rd but before beginning of 6th consecutive hour worked