

MISSED REST BREAK AND/OR MEAL PERIOD FORM

Printed Name: _____

Department: _____

Date: _____

Total Hours Worked on this date: _____

Missed Rest Break and/or Meal Period on this date:

First Rest Break Second Rest Break Meal Period

Please explain why you were unable to take the required break(s)/meal period (if more than one break(s)/meal period missed, explain each one):

I certify that I missed the above referenced break(s)/meal period on this date for the reasons stated above, and that all information on this form is true and correct.

Signed: _____ Date: _____

Employer Use Only

Missed breaks/meal periods are acknowledged and action has been taken to ensure the employee is able to take applicable breaks in the future.

Supervisor: _____ Date: _____

Form must be turned submitted to Supervisor the day of the missed break and submitted to Payroll in accordance with the timecard deadline schedule for the applicable pay period.