

## California Labor Law details both rest and meal period requirements:

State law requires the university to provide an uninterrupted, unpaid meal period of at least 30 minutes to all non-exempt employees (faculty, staff and students) who work more than five hours in a workday by the end of the 5th hour of work. Employees who work no more than 6 hours in a day may voluntarily agree to waive provision of their meal period if the supervisor agrees to allow such a waiver. Non-exempt employees who work more than 10 hours in a day are entitled to a second 30-minute meal period. Employees who work more than 10 hours but not more than 12 hours in a work day may voluntarily agree to waive this second meal period if the first meal period was not waived. Different meal period waiver rules apply to some non-exempt Keck Medicine of USC employees. Employees are prohibited from working “off the clock” during their meal periods. Employees should take meals in accordance with the chart below.

State law also requires the university to provide rest periods for non-exempt employees who work at least 3.5 hours in a workday.

<b>Hours of work</b>	<b>Meal periods and rest breaks</b>
<b>Less than 3.5</b>	No breaks required
<b>3.5 to 5</b>	One 15-minute paid rest break
<b>More than 5 up to 6</b>	One 15-minute paid rest break and one 30-minute unpaid meal period (unless first meal period is mutually waived as per this policy)
<b>More than 6 up to 10</b>	Two 15-minute paid rest breaks and one 30-minute unpaid meal period