

CHRONIC TACOS

UNPAID & REST BREAK ACKNOWLEDGMENT

Effective immediately — Chronic Tacos requires all employees to follow applicable state and federal labor laws regarding meal and rest periods.

Key Requirements

- **30-Minute Unpaid Meal Break:** Any employee working more than 5 hours must take an unpaid 30-minute meal break. This break should ideally be taken after the fourth hour and before the shift exceeds 5 consecutive hours.
- **10-Minute Paid Rest Breaks:** Employees are entitled to a 10-minute paid rest break for every 4 hours worked (or major fraction thereof). Rest breaks must be taken before clocking out and not combined with meal periods unless approved by management. Reasonable limits on restroom use may be enforced if abused.
- **Scheduling & Timekeeping:** Managers must clearly include break times on schedules. Employees must clock out/in for unpaid meal periods and stay on the clock during paid rest breaks.

Note: State or local laws providing greater protections override this policy.

Non-Compliance & Progressive Discipline

1st Violation: Verbal warning

2nd Violation: Written warning

3rd Violation: Written warning + possible suspension/termination.

Employee Acknowledgment

I acknowledge that I have read and understand the above rules and agree to comply. I will direct any questions to my manager or HR.

Employee Full Name: _____

Signature: _____

Date: _____ Location/Store # _____

Manager/Witness: _____ Date: _____