

Shasta Head Start Child Development, Inc.

Employee Late Meal Break/Missed Meal Break Form

Missed/Late Meal Break – Employee Choice

I, _____, was provided the opportunity to take a valid meal break on _____ (date). On this date, I:

- Chose not to take a meal break;
- Chose to take a meal break outside of the required timeframe;

Missed Meal Break – Employer Required

I, _____, was not provided the opportunity to take a meal break within the required timeframe on _____ (date). The nature of my work on this day did not qualify me to be covered under a valid on-duty meal period waiver.

Premium Payment

- Process premium penalty of one-hours wages on employee’s next payroll check

Name Printed

Employee’s Signature

Date

Manager’s Signature

Date