

Under California meal break law, if you are a non-exempt (hourly) worker, you are entitled to a 30-minute uninterrupted, duty-free meal break if you work more than 5 hours in a workday. You are also entitled to a 10-minute uninterrupted, duty-free rest breaks for every 4 hours you work (or “major fraction” thereof). You and your supervisor must comply with California law.

California Rest Break Requirements

- Your supervisor must give you a rest break of at least 10 consecutive minutes that are uninterrupted.
- Rest breaks must be paid.
- If you work at least 3.5 hours in a day, you are entitled to one rest break. If you work over 6 hours, you are entitled to a second rest break. If you work over 10 hours, you are entitled to a third rest break.
- Rest breaks must, to the extent possible, be in the middle of each work period. If you work 8 hours or so, you should have a separate rest break both before and after your meal break.
- Your supervisor may not require you to remain on work premises during your rest breaks.
- You cannot be required to work during any required rest breaks. [Cal. Lab. C. 226.7]. But you are free to skip your rest breaks provided your supervisor isn’t encouraging or forcing you to.

California Meal Break Requirements

- If you work over 5 hours in a day, you are entitled to a meal break of at least 30 minutes that must start before the end of the fifth hour of your shift. but you can agree with your supervisor to waive this meal period provided you do not work more than 6 hours in the workday. If the nature of your position duties does not allow for an off-duty meal period, please consult with your supervisor as to whether your position may qualify for a paid on-duty meal period.
- If you work over 10 hours in a day, you are entitled to a second meal break of at least 30 minutes that must start before the end of the tenth hour of your shift. You can agree with your supervisor to waive the second meal break if you do not work more than 12 hours and you did not waive your first meal break.
- You must be allowed to take your meal break off work premises and spend your break how you wish, since it is off the clock.
- You cannot be required to work during any required meal break. [Cal. Lab. C. 512].
- Your supervisor has an affirmative obligation to ensure that breaks are made available to you but the actual taking of meal breaks is left to the employee. In other words, you are responsible for “breaking” yourself.

*Note, rest breaks and meal breaks are supposed to be separate, they should not be combined. Your supervisor cannot give you a single 1-hour break and say that that counts as all your meal breaks and rest breaks. Keep in mind, there may be exceptions to the above.

How do I report meal breaks? (Non-Web Clock Reporters)

Log into [UAccess Employee](#):

- UA Employee Main Homepage > Time > Enter Time

The screenshot displays a dashboard with six reporting widgets arranged in a 2x3 grid. The top-left widget, 'Enter Time', is highlighted with a blue border and shows 'Reported 16.000' for the period 06/12/23 - 06/25/23. The top-middle widget, 'Time Summary', shows 'Vacation Taken 8.000 Hours' and 'Holiday 8.000 Hours' for the same period. The top-right widget, 'Exceptions', displays a large '0'. The bottom-left widget, 'Report Daily Time', is for 'Thursday, Jun 15, 2023' and includes a 'Report Time' button. The bottom-middle widget, 'Weekly Time', shows 'Reported 8.000' for the period 06/12/23 - 06/18/23. The bottom-right widget, 'Weekly Time Summary', features a calendar and spreadsheet icon.

Widget Title	Period	Value / Action
Enter Time	06/12/23 - 06/25/23	Reported 16.000
Time Summary	06/12/23 - 06/25/23	Vacation Taken: 8.000 Hours Holiday: 8.000 Hours
Exceptions		0
Report Daily Time	Thursday, Jun 15, 2023	Report Time
Weekly Time	06/12/23 - 06/18/23	Reported 8.000
Weekly Time Summary		Calendar and Spreadsheet Icon

Reported 8.00

Submit time for approval.

Submit

Choose the appropriate Time Reporting Code

*Time Reporting Code	Row Totals	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	Pay Overtime
REG - Regular	8.000	8	0	0	0	0	0	0	

Record total hours worked.
*Do not include time taken for meal periods

- 1) Report all time worked for that specific day.
- 2) Do not include time taken for Meal Break.
- 3) Maintain documentation on a separate spreadsheet for exact time of the meal break that was taken for that day.

How do I report meal breaks? (Web Clock Reporters-ONLY)

Log into [UAccess Employee](#):

- UA Employee Main Homepage> Time> Report Daily Time

The screenshot displays a dashboard with six main sections:

- Enter Time** (06/12/23 - 06/25/23): Reported 0.000
- Time Summary** (06/12/23 - 06/25/23): No Time Reported
- Exceptions**: 0
- Weekly Time Summary**: Includes a calendar icon.
- Report Daily Time** (Thursday, Jun 15, 2023): Shows a clock icon, the time **01 : 35 PM**, and the text "Last action: Out, 03:13 PM 05/05/23". Below this is a blue "In" button with a clock icon and a grey menu button with three dots.
- Weekly Time** (06/12/23 - 06/18/23): Reported 0.000

A blue callout box points to the "In" button with the text: "Clock in when you start your day or when you come back from your Meal Break."

The screenshot displays a time tracking application interface with six panels arranged in a 2x3 grid:

- Enter Time:** 06/12/23 - 06/25/23, Reported 0.000
- Time Summary:** 06/12/23 - 06/25/23, No Time Reported
- Exceptions:** 0
- Weekly Time Summary:** Includes a calendar icon.
- Report Daily Time:** Thursday, Jun 15, 2023, 01 : 39 PM, Last action: In, 01:38 PM 06/15/23. Features an "Out" button and a menu icon.
- Weekly Time:** 06/12/23 - 06/18/23, Reported 0.000

A blue callout box points to the "Out" button in the "Report Daily Time" panel, containing the text: "Clock out when you leave for your Meal Break or at the end of your workday."

- 1) Clock In at the start of your workday.
- 2) Clock Out at the start of your Meal Break.
- 3) Clock In when you come back from your Meal Break.
- 4) Clock Out at the end of your workday.