***Pfenex Meal Breaks & Rest Period Policies***

|  |  |  |
| --- | --- | --- |
| **Work Period** | **Uninterrupted Meal Break** | **Exceptions by Mutual Consent** |
| 3 hours, 29 minutes | No Meal Break |  |
| From 3 hours, 30 minutes to 5 hours | One (1) paid 15 minutes Rest Break |  |
| From 5 hours, 1 minute  to 6 hours | One (1) paid 15 minutes Rest Break  **AND**  One (1) unpaid Meal Break of not less than 30 minutes up to 60 minutes | Meal period may be waived by mutual consent of the employer and the employee – *Please complete the Meal Break Waiver Agreement* |
| From 6 hours, 1 minute  to 10 hours | Two (2) paid 15 minutes Rest Break  **AND**  One (1) unpaid Meal Break of not less than 30 minutes up to 60 minutes |  |
| From 10 hours, 1 minute  to 12 hours | Three (3) paid 15 minutes Rest Break  **AND**  Two (2) unpaid Meal Break of not less than 30 minutes up to 60 minutes | Second meal period may be waived only if the first meal period was not waived – *Please complete the Meal Break Waiver Agreement* |
| From 12 hours, 1 minute  To 18 hours | Four (4) paid 15 minutes Rest Break  **AND**  Two (2) unpaid Meal Break of not less than 30 minutes up to 60 minutes | No waivers of either break available |
| **IMPORTANT: If you do not receive, are discouraged from, or are not given a reasonable opportunity to take a required Rest Break or Meal Period (of at least 30 minutes up to 60 minutes) that is uninterrupted by work, notify your Supervisor or Manager or the HR Department.** | | |