NOTICE OF INVOLUNTARILY LATE, MISSED, SHORTENED, OR INTERRUPTED MEAL AND/OR REST PERIODS – CALIFORNIA, MINNESOTA, OR WASHINGTON ONLY

- *Employee: Use this form to notify your Kelly representative of missed, shortened, or interrupted meal or rest periods.*
- *Kelly representative: Follow submittal instructions on (e1734) Using E-mail to Submit Temporary Employee Timecards/Sheets*

Under California law, employees working over five hours per day receive a duty-free, uninterrupted 30-minute meal period by the end of the fifth hour, which may be unpaid. Those working over ten hours get a second 30-minute meal period by the end of the tenth hour, unless the shift ends within twelve hours and both parties waive it. Paid 10-minute rest breaks are provided: one for shifts of 3.5–6 hours, two for over 6–10 hours, three for over 10–14 hours, and so on for every additional four hours. Rest breaks should be taken near the middle of each period. Employees must be relieved of all duties and free to use this time as they wish, including leaving the premises.

Under Minnesota law, employers are to provide time for employees to use the restroom and eat meals. Breaks under 20 minutes must be paid, unless employees are fully relieved of duties. Rest breaks must last at least 15 minutes within each four consecutive hours worked. Meal breaks must be at least 30 minutes when working six or more consecutive hours. Restroom breaks longer than 15 minutes must be allowed if needed. If an employer does not provide required meal breaks, employees may recover payment.

Under Washington law, employees must receive a 30-minute meal period within the first five hours of their shift and cannot work more than five consecutive hours without a meal. If working three hours beyond a normal day, they get an additional 30-minute meal before or during overtime. A paid 10-minute rest break is required for each four hours worked, scheduled near the midpoint and no more than three hours apart. If the work allows for intermittent rest periods totaling ten minutes per four hours, scheduled rest breaks are not required. Meal periods are paid if employees must remain on duty or at the worksite.

I am notifying Kelly Services that I was not provided with a meal and/or rest period(s) in accordance with the above policy on the date(s) indicated below.

Employee Name		
SSN/NID *(Last four digits of Social Security number)*	Current Reference #	Week Ending
Customer Name	Name of Customer Supervisor/Manager	

Day	**Date** (MM/DD/YYYY)	**Meal Period(s) Late, Missed, Shortened, or Interrupted** *(i.e., .50, 1, 2)*	**Rest Period(s) Missed, Shortened, or Interrupted** *(i.e., .50, 1, 2)*	**Daily Total** *(Not to exceed a total of more than 2 per day)*	**Reason: Late, Missed, Shortened, or Interrupted**
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Name of Kelly Reviewer	Date Sent to Payroll

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