



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

- Use this form to notify your Kelly representative of missed, shortened, or interrupted meal or rest periods.

**Under California law**, employees who work more than five hours per day will be provided with a duty-free and uninterrupted meal period of not less than 30 minutes. This meal period must begin no later than the end of the fifth hour of work. Employees who work more than 10 hours per day will be provided with a second, duty-free and uninterrupted meal period of not less than 30 minutes, unless the shift is completed within twelve hours of work, and Kelly and the employee agree to waive the second meal. This meal period must begin no later than the end of the tenth hour of work. The aforementioned duty-free and uninterrupted meal periods of not less than 30 minutes may be unpaid. Employees are also authorized and permitted to take a 10-minute paid rest period for every shift which lasts 3 ½ hours up to 6 hours, a second 10-minute paid rest period for every shift which lasts more than 6 hours up to 10 hours, a third 10-minute paid rest period for a shift which lasts more than 10 hours up to 14 hours, and so on for every four hours, or major fraction thereof. Rest breaks should be taken as close to the middle of each four-hour work period as practicable. This meal and rest period process applies at all times during your employment with Kelly while in California and while you are on assignment with any Kelly customer in California. You are relieved of all of your work duties during your meal periods and rest breaks, and you are free to use this time for whatever purpose you desire, including leaving the premises.

**Under Washington law**, (1) Employees shall be allowed a meal period of at least thirty minutes which commences no less than two hours nor more than five hours from the beginning of the shift. Meal periods shall be on the employer's time when the employee is required by the employer to remain on duty on the premises or at a prescribed work site in the interest of the employer. (2) No employee shall be required to work more than five consecutive hours without a meal period. (3) Employees working three or more hours longer than a normal work day shall be allowed at least one thirty-minute meal period prior to or during the overtime period. (4) Employees shall be allowed a rest period of not less than ten minutes, on the employer's time, for each four hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period. (5) Where the nature of the work allows employees to take intermittent rest periods equivalent to ten minutes for each 4 hours worked, scheduled rest periods are not required.

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

Employee Name (Printed)		
Employee ID No. <i>(Last four digits of Social Security number)</i>	Current Reference/Order No.	Week Ending Sunday <i>(If this is not a Sunday, check here <input type="checkbox"/>)</i> / /
Customer Name	Name of Customer Supervisor/Manager	

Day	Date (MM/DD/YYYY)	Meal Period(s) Late, Missed, Shortened, or Interrupted <i>(Enter up to one per day)</i>	Rest Period(s) Missed, Shortened, or Interrupted <i>(Enter up to one per day)</i>	Reason Late, Missed, Shortened, or Interrupted
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>Total</b> <i>(Enter the total number of meal/rest period issues. The total may include no more than one meal and one rest period issue per workday).</i>				

Name of Kelly Reviewer	Date Sent to Payroll / /
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