



Non-Exempt Meal Period Waiver

NU Meal Period Policy:

Employees must be allowed a meal period when they work more than five hours in a shift. A meal period must be at least 30-minutes long and start between the second and fifth hour of the shift. Additionally:

- ✓ All meal periods should be coordinated with the employee's supervisor.
- ✓ Employees must be paid for meal breaks if:
 - They are required to remain on duty.
 - The employer requires them to remain on-call on the premises or work site in the interest of the employer, even if they are not called back to duty.
 - They are called back to work, interrupting the meal period.
- ✓ Employees can waive their meal period requirement if both they and their supervisor agree. This is not recommended to be a regular occurrence.
- ✓ Employees *cannot* waive rest break requirements.

I, the undersigned employee, acknowledge that Northwest University has provided the Meal Period Policy and clearly explained my rights. I have requested to waive my 30-minute meal period during my regularly scheduled workday. Northwest University reserves the right to rescind this waiver at any time, with or without notice.

Employee's Signature or Dynamic Stamp

Supervisor's Dynamic Stamp

Human Resources Dynamic Stamp