



Minnesota Meal Break Waiver Form

Minnesota law requires that **hourly employees** be *allowed* a 30-minute meal break during shifts of six or more consecutive hours.

If you choose to take this 30-minute break, you would be totally relieved of your job duties. You will not be paid for this break. You will clock out at the beginning of the break, and clock back in no more than 30 minutes from the clock out time. Your scheduled shift start and end time will remain the same. You will have 30 minutes deducted from each shift you work 6 hours or more. This may impact your benefit status. Your supervisor will assist you in making that determination and complete a new PAN form if necessary. You are able to eat your own personal lunch you bring to the site, or with your supervisor's approval, you may leave the site for this break. If you choose to eat during this break, you may not have food delivered, nor are you able to eat the food the individuals in your care are eating.

You *may* choose to waive this unpaid meal break. If you choose this option, you will remain on the "clock" and be paid for all your normal scheduled hours. You may eat with the individuals in your care and eat the food they are eating which Wingspan has purchased.

You will document your voluntary waiver of the meal break being offered and complete acknowledgements in the test module of this lesson.