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## Part Time Hourly Employee Break & Lunch Breaks

### BREAKS:

Part time hourly employees must take a 10-minute break for every four hours worked provided that the work day is at least five hours long.

### MEAL PERIODS:

Part time hourly employees must take a thirty minute meal period if the workday is 6 hours or more. (i.e., if you are scheduled to work 1:30pm-7:30pm; **you must take a 30 minute unpaid lunch break between 5:30 and 6:30 pm.** In the end, the workday will be 1:30-8:00pm. You must clock out & in when taking your 30 minute meal break).

If an employee only works 6 hours the meal period can be waived by mutual consent of the employer and employee.

If there are any questions or concerns, please contact Gayle Crossley, Human Resources at [www.gayle@bgcp.org](mailto:www.gayle@bgcp.org) or (650) 646-6130.