ShieldHOTELS

All Employees who work six (6) or more consecutive hours are entitled to receive an unpaid 30-minute meal break. Employees are required to clock out during this time period, and will not be financially compensated.

Employees may be allowed to waive their meal break at the discretion of the General Manager. Employees who choose to waive their meal break will be remain on the clock, and be compensated as such. Employees wishing to waive their meal-break should seek prior approval from their General Manager, and this waiver must be submitted to the General Manager on any day(s) which an employee waives their break.

I, _____, have voluntarily chosen to waive the 30-minute meal break to which I am entitled to today. I understand that I will be compensated for this time, as I will remain on the clock and continue my duties.

In signing below, I certify that I have chosen this voluntarily and without coercion.

_____

(Print Name)

_____

(Signature) (Date)

Please Note: Any form not completed in full will NOT be accepted.