

**SOUTHERN CALIFORNIA CONFERENCE
Meal Period Waiver – 2nd Meal**

Employee Name

SCC is required to provide a second meal period of no fewer than 30 minutes for all workdays in which an employee works more than 10 hours, but not more than 12 hours. An employee may choose to waive the 2nd meal period requirement if it is agreed upon by both the employee and the employer and by understanding and agreeing to the following:

1. I may waive my second required 30-minute unpaid meal break only when my work and/or scheduled shift will be completed in 12 hours or less in one workday.
2. I may **not** waive my second required 30-minute unpaid meal break if I waived my first meal period, which must have begun no later than the 5th hour of work.
3. In order for this waiver to be valid, an authorized company official must also authorize the waiver in writing by signing below.
4. You may revoke this agreement to waive your second meal break by writing and delivering to your supervisor a letter revoking the waiver.

Employee Signature

Date Submitted

Supervisor Signature

Date

Right to Revoke 2nd Meal Period:

Employee Signature

Date

Supervisor Signature

Date

For Employer Use Only:

Check One:

- Your meal break waiver request has been approved.
- Your meal break waiver request has been denied.

HR Director Signature

Date

- Copy to Employee
- Copy to Payroll
- Copy to Supervisor