

Employee Time Clock Correction / Missed Meal Period Form

Employee Time Clock Correction

Date of Missed Clock In/Out	Clock In	Begin Meal	End Meal	Clock Out	Reason for Missed Clock In/Out

Employee Meal Wavier Agreement

By California law, an unpaid meal break of no less than thirty (30) minutes for every five (5) hour period is required, but employees are entitled to waive that meal break if their workday does not exceed six (6) hours.

A second unpaid meal break of no less than thirty (30) minutes is required if the employee exceeds ten (10) working hours, but employees are entitled to waive that meal break if their workday does not exceed twelve (12) hours.

Date	Total Hours Worked	Reason for Missed Meal	Employee Initials	Supervisor Initials

Employee Name (Print): _____

Employee Signature: _____ Date: _____

Supervisor Name (Print): _____

Supervisor Signature: _____ Date: _____