

## MEAL BREAK WAIVER

Employee Name (Please print): \_\_\_\_\_

Department: \_\_\_\_\_

I agree to waive meal breaks as follows:

### First Meal Break

- I understand that I am entitled to an unpaid meal break of not less than thirty (30) minutes for every five(5) hour period of time worked. However, I understand that I can waive the meal period when my total day's work will be completed within a work period of not more than six (6) hours.
- Accordingly, I agree to waive the meal period whenever my total day's work is completed within a work period of not more than six (6) hours.

### Second Meal Break

- I understand that I am entitled to a second unpaid meal break of not less than thirty (30) minutes if I work more than ten (10) hours during a workday. However, I understand that I can waive the second meal period when my total day's work will be completed within a work period of not more than twelve (12) hours, if I did not waive the first meal period.
- Accordingly, I agree to waive the second meal break whenever my total day's work is completed within a work period of not more than twelve (12) hours, if I did not waive the first meal break.

I enter into this agreement freely and voluntarily. I understand that this agreement can be revoked in writing by either me or MGE at any time.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward form to the Payroll Department at [payroll@mgeunderground.com](mailto:payroll@mgeunderground.com).**