



TIME ADMINISTRATION HANDBOOK

Salaried Employee TIME REPORTING

OVERVIEW

This chapter explains how to submit time for salaried employees beginning July 1, 2005.

In the new system, when a salaried employee is absent, an Absence Certification/Request form is completed, approved by the supervisor, and sent to the location's time reporting office so that the absence can be submitted to District Payroll Services through the SAP time entry system. In addition, overtime will be submitted in the same manner. An Overtime Request and Report (ORR) form has been developed to facilitate processing.

The new system does not change departmental absence verification processes or internal departmental time reporting requirements. Department supervisors should continue using existing time reporting practices such as sign-in sheets, time clocks, etc. The Controller recommends that departmental supervisors require employees to sign in and out. What the new system does is to standardize the method departments use to report time to the location time reporting office. The new system also reduces the number of forms used to document absences. In addition, supervisors are now required to report tardiness as specified in applicable collective bargaining contract.

In the new system, time for employees assigned to positions designated as salaried is only reported to the location time reporting office when there is an exception to the regularly schedule work week by either an absence or overtime.

NOTES AND TIPS

Since the focus of this material is to link assignment processing with LACCD policy and operational processes, a system of notes and tips are used to call attention to information of special importance. The conventions used for these notes and tips are as follows:

 SYSTEM COORDINATION TIP

Systems Coordination Tips offer insight with identifying related LACCD processes.

 RESOURCE FLAG

Resource Flag identify an LACCD source that may be of some use with resolving technical errors that result in "processing snags."

GETTING STARTED

▪ **REQUIRED FORMS**

- An Absence Certification / Request form is required to be completed by each salaried employee and submitted to the Location Time Reporting Office for each absence period. (See Figure 1.)
- Overtime is required to be submitted weekly as it is worked. An optional Overtime Request and Report form showing authorization and time worked has been developed to assist with submitting overtime to the Location Time Reporting Office. (See Figure 2.)
- Departments are required to maintain documentation of any exceptions that occur to an employee's regular work schedule. This documentation may consist of the "Exception Time Report" process as discussed in this document or a comparable process using a department sign-in sheet, or, if previously established, a time-clock.
- Time reports are subject to audit. Documentation is to be retained for a period of not less than three (3) years.

▪ **OPERATIONAL REQUIREMENTS**

In addition to the required forms outlined above, you must have at least one of the following source documents at hand:

- Employee Name and Personnel Number
- Monthly and Semi-Monthly Payroll Calendar
- Employee Work Schedules

/ Employee Work Schedules

Work schedules are defined by each location and are part of each employee's assignment to their position. Work schedules are changed through the eRPA system, not the time reporting process.

▪ LEGACY – SAP SYSTEM PROCESSING DIFFERENCES

In the new system, only exceptions—absences and overtime/compensatory time worked—to a salaried employee’s designated Regular Work Schedule in SAP are reported to Payroll Services at the District Office. This change means that weekly time reports showing attendance and absence patterns for regular-status employees will no longer be required to be sent to each location’s time reporting office. In the new system, salaried employees are required to submit an “Absence Certification / Request” form whenever they are absent. Departments are required to maintain documentation of employee weekly work schedules, overtime, and absences. Supervisors are required to report tardiness.

The legacy system’s multiple absence forms—Certification of Illness or Injury; Request for Information Leave or Vacation; Certification of Personal Emergency Absence; and Certification of Industrial Absence—has been consolidated into one form: Absence Certification \ Request. Figure 1 shows the new form.

Absence codes have also been redefined. In the new system, SAP requires four digit absence codes. To keep things simple for employees, time reports completed by employees and departments will use an updated version of the legacy system’s letter codes. Time Reporting personnel will use the SAP four digit absence codes. The new codes and the corresponding Exception Time Report and SAP Absence Authorization Codes are provided in the Exception Time Report as a Worksheet tab titled Time Reporting Process and Codes. (See Figure 4.)

RESOURCE FLAG / Identifying Time Reporting Sources

The following documents are helpful references to use when processing time reports for salaried employees:

- SAP HR Implementation and Training Guide – Time Entry
- SAP Infotype 0007
- Applicable collective bargaining contract

Figure 1: Absence Certification / Request Form

	LOS ANGELES COMMUNITY COLLEGES PAYROLL SERVICES 770 WILSHIRE BOULEVARD, 5 TH FLOOR LOS ANGELES, CA 90017	SALARIED EMPLOYEE ABSENCE CERTIFICATION / REQUEST
Use separate form for each absence period and reason for absence. Do not combine multiple reasons on one form.		
Please print or type and ensure all information is provided as omissions can delay processing.		
Last Name _____	First Name _____	Middle Name _____
Personnel Number _____		
1. ABSENCE PERIOD:	Dates: _____ Days: _____ Part of Day:	<input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> PM
From _____ To _____	Number _____ From _____ To _____	
2. REASON:		
A. ABSENCE CERTIFICATION: I certify I was absent from my duty during the absence period indicated in Section 1 was for the following reason:		
<input type="checkbox"/> Illness or Injury: Indicate nature of illness or injury: <input type="checkbox"/> Not the result of an Industrial Accident <input type="checkbox"/> Result of Industrial Accident that occurred on: _____ (Month/Day/Year)	<p style="text-align: center; margin: 0;">Illness or Injury Absences Instructions</p> <ul style="list-style-type: none"> ▪ Absences over 5 days require Physician Certification ▪ Absences over 20 days also require Formal Leave of Absence ▪ Employment elsewhere while on <u>any</u> illness/injury absence prohibited. <p style="text-align: center; margin: 0;">Physician / Other Practitioner Certification</p> <p style="font-size: small; margin: 0;">I certify the above person was or is unable to perform his or her duties during the period indicated above due to illness or injury.</p> <p style="margin: 0;">Signature of Licensed Physician/Other Practitioner _____ Date _____</p>	
<input type="checkbox"/> Personal Necessity: Indicate Reason: <input type="checkbox"/> 1. Death of member of immediate family. <input type="checkbox"/> 2. Accident involving my person. <input type="checkbox"/> 3. Accident involving: <input type="checkbox"/> a. My Property <input type="checkbox"/> b. Person or property of a member of my immediate family. <input type="checkbox"/> 4. Appearance in court as a litigant. <input type="checkbox"/> 5. Appearance as witness under governmental order. <input type="checkbox"/> 6. Illness of member of immediate family. <input type="checkbox"/> 7. Birth of child – father. <input type="checkbox"/> 8. Imminent danger to my home. <input type="checkbox"/> 9. The following significant event which required my attention during my regular assigned working hours: _____	Reason _____	
<input type="checkbox"/> Bereavement _____	Relationship _____ Date of Death (Month/Day/Year) _____	Out of State Travel Required? <input type="checkbox"/> No <input type="checkbox"/> Yes
B. ABSENCE REQUEST: I request to be absent from my position during the absence period indicated above for the following reason:		
<input type="checkbox"/> Annual Physical Exam – Requires Physician's Certification <input type="checkbox"/> Casual Absence <input type="checkbox"/> Compensatory Time Taken <input type="checkbox"/> Jury Duty <input type="checkbox"/> Personal Absence Leave (PAL Day) - Unit 1 Employees Only <input type="checkbox"/> Personal Necessity <input type="checkbox"/> Unpaid <input type="checkbox"/> Vacation <input type="checkbox"/> Work Related: <input type="checkbox"/> Conference/Training <input type="checkbox"/> Union Release Time <input type="checkbox"/> Other: _____		
Reason _____		
C. SUPERVISOR'S REPORT OF EMPLOYEE ABSENCE: <input type="checkbox"/> Tardy <input type="checkbox"/> Absent Without Leave <input type="checkbox"/> Paid Tardy – Unit 1 Only		
3. SIGNATURES:		
Employee _____	Date _____	Supervisor _____
Date _____		
LACCD Form TA1 6/22/05 j		

Instructions for completing this form are found in the Employee Tip Sheet Titled Requesting and Certifying Absences.

PROCESSING BASICS

Exception Time Reporting, sometimes called Negative Time Reporting, uses the principle that salaried employees work a set work schedule and only absences and overtime are reported. To do so, employees are responsible for accurately reporting absences, overtime, and any changes to their regularly scheduled work hours that occur during any given week. The basic process is summarized as follows:

- **Absence Certification / Request:** This form should be submitted weekly to the location's time reporting office within two (2) business days of an absence. This practice:
 - Allows time reporting personnel to enter absence information daily;
 - Reduces backlogs associated with weekly or payroll "lock-out" deadlines;
 - Facilitates timely and accurate absence "quota" processing.
- **Standardized Data Entry Procedures:** Although the SAP system allows time to be reported using different data entry techniques, it is imperative all District locations follow a standard method for reporting absences in the SAP system.

The procedures for the LACCD have been standardized as follows:

- **Data Entry:** Record times using the 24 Hour Clock. A conversion table is included in the Exception Time Report Workbook on the Worksheet Tab titled "Time Reporting Process and Codes." See Figure 4.

- **Absences and Tardiness:**

Supervisors are required to report tardiness as specified in applicable collective bargaining contracts. Tardiness is to be reported as defined below:

1. An employee is tardy when eight (8) or more minutes late. The rules for rounding are explained below.
 - The tardy is paid if the employee makes up the time the same day.
 - The tardy is unpaid if the employee does not make up the time the same day
2. The rules for rounding are:
 - Round to the nearest quarter hour as follows:
 - If less than seven (7) minutes or less late, report time on the half-hour:
Example: Actual Time: 8:07 AM Report Time: 8:00 AM
 - If eight (8) minutes or greater late, report time to the nearest quarter hour:
Example: Actual Time: 8:08 AM Report Time: 8:15 AM
3. Exact minutes are not to be reported.

- **Lunch and Rest Periods:**

- The SAP system automatically calculates the ½ hour unpaid time as being taken approximately one half way through the workday when the employee's work schedule requires a lunch period.
- Employees are not, however, required to physically take a lunch break at the exact time specified in the SAP work schedule but are expected to take a lunch break within the labor code requirements, LACCD policy, and collective bargaining requirements.
- Lunch and rest periods may not be combined and schedule in a manner that shortens the work day.

- **Overtime:**

- Time worked in excess of the employee's regular schedule is to be reported no later than the Monday following the week the overtime is worked.
- An additional lunch period and rest period are to be provided according to California Labor Commission provisions. A copy of the pertinent provisions is provided in Appendix B.

Appendix A, Reporting Lunch (Meal) Periods, discusses how to handle variations with work schedules.

 / Departmental Time Reporting Requirements

As previously indicated, individual departments may continue to use sign-in sheets and time clocks currently in use or may use the new Exception Time Report. Whichever method a department supervisor selects, consistency in recordkeeping is essential.

The remainder of this handbook explains the three steps needed to complete an Exception Time Report for a salaried employee using the Exception Time Report Workbook.

THE EXCEPTION TIME REPORT WORKBOOK

The *Exception Time Report* Workbook is a new timekeeping form created to take advantage of the capabilities of Excel software and reduce the labor associated with time administration record keeping. The form is optional. Locations, Departments, and employees may continue to keep their records in traditional formats if they so desire. However, it is intended that reports and electronic files will be produced from SAP in a format similar to the *Exception Time Report* workbook. It will be easier for the reports to be reconciled with local records if the formats are similar.

The *Exception Time Report* is recommended to replace the “yearly summary time card” kept for each individual employee in the location time reporting office and other individual record keeping systems kept in Academic Affairs for faculty or in individual department offices. The workbook is also recommended for individual employees to keep their own records so that reconciliation with payroll is easier. The workbook itself is a handy reference for the payroll calendar and holidays.

The *Exception Time Report* Workbook consists of 12 easy to use worksheets, one for each month of the fiscal year, designed to record absences and overtime or compensatory time worked for salaried employees. Holidays and Monthly and Semi-Monthly Pay Dates have been identified. Figure 2 shows the new time report form.

- If a department decides to use the *Exception Time Report* for its internal record keeping, Employees would complete the Worksheet weekly. The form itself would be submitted on a weekly or monthly basis to the Department Head as deemed most appropriate for the department. The Department is responsible for maintaining these records for a period of three years for audit purposes.
- A reference worksheet--*Time Reporting Process and Codes*—is also included. This worksheet is divided into three sections:
 - Process Summary: This section summarizes the exception time reporting process.
 - Chart: Absence Authorization Codes for SAP, the corresponding letter code for SAP, and, when an Absence Certification / Request form must be submitted.
 - Chart: 24 Hour Clock Conversion

(See Figure 4.)

PROCESSING TASKS / STEPS

STEP 1A: IDENTIFY ORIGINATOR AND SERVICE

Since time reports are expected to be verifiable, the Location and Department where the employees work must be identified as shown in Figure 6. This information is generally only entered when the Exception Time Report is first set-up.

College time reporting personnel typically handle time reporting tasks by service. The Service area is provided for identifying the service for locations adopting the practice of using separate departmental time reports for each service.

Figure 5: Detail of Originator and Service

Location (Required)	2	EXCEPTION												
	3	This form is used to report any absences or extra hours for employees												
	4	Location:	Los Angeles Trade-Technical College											
	5	Department:	Administrative Services											
Department (Required)	6	Service:	Classified											
	7	Regular Work Schedule	Monday			Tuesday			Wednesday					
	8		From	To	From	To	From	To	From	To				
Service (Conditional)	9													
	10	EXCEPTIONS: Indicate Time Code and the specific "From" and "To" times												
	11	Code	From	To	Code	From	To	Code	From	To	Code	From	To	
	12	Week 1												
	13													
	14													

↻ SYSTEM COORDINATION TIP / DEPARTMENT TITLE

The Department title should match the SAP Organizational Management Table. This table is maintained by each location's SPOC and is a key data source in the SAP system. In the event your department's name should change, contact your location's SPOC for assistance.

STEP 1B: IDENTIFY THE EMPLOYEE

The next identifier in the Worksheet is the employee’s name, employee number, and assignment information. (See Figure 6.) These fields coordinate with the SAP system as follows:

- **Name:** For Payroll purposes, SAP uses the employee’s Full Name. On the Exception Time Report, employees may, of course, use the Full Name, or what SAP refers to as “Known As” (nickname).
- **Personnel No.:** The Personnel Number field corresponds to the legacy system’s Employee Number field. The one difference will that after July 1, new hire employee numbers will start with a 1 and will be seven, not six digits.
- **Position:** In SAP, the terms position and job are used somewhat interchangeably to refer to what our legacy system called “Classification Title.”

Figure 6: Detail of Employee Identifier

Los Angeles Community Colleges											
EXCEPTION TIME REPORT										Salaried Employee	
employees assigned to Academic and Classified service positions designated as salaried.											
Employee Name:										Books, Betty	
Personnel No.:										123456	
Position:										Administrative Analyst	
Wednesday		Thursday		Friday		Saturday		Sunday			
From	To	From	To	From	To	From	To	From	To	From	To
00	4:30			8:00	4:30						
*From" and "To" time you were absent from work. SAP system will calculate hours.											
From	To	Code	From	To	Code	From	To	Code	From	To	Code
						7/1			7/2		7/3

Name
(Required)

Personnel No.
(Required)

Position
(Required)

STEP 2A: IDENTIFY EMPLOYEE WORK SCHEDULE

Each salaried employee is required to have a Regular Work Schedule on file. See Figure 8. Work Schedules for salaried employees are developed as follows:

- **Academic Employees:**
 - **Classroom Faculty:** Automatically developed based on the Protocol class schedule database.
 - **Non-Classroom Faculty:** Pre-determined. Initiate permanent changes via the eRPA system. Record temporary changes on the Exception Time Report.
 - **Administrative:** Pre-determined. Initiate permanent changes via the eRPA system. Record temporary changes on the Exception Time Report.
- **Classified Employees:** Pre-determined. Initiate permanent changes via the eRPA system. Record temporary changes on the Exception Time Report.

Figure 7: Regular Work Schedule

Los Angeles Community Colleges															
EXCEPTION TIME REPORT												Salaried Employee			
This form is used to report any absences or extra hours for employees assigned to Academic and Classified service positions designated as salaried.															
Location: Los Angeles Trade-Technical College				Employee Name: Books, Betty				Personnel No. 123456				Position: Administrative Analyst			
Department: Administrative Services															
Service: Classified															
Regular Work Schedule	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	
	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30					
EXCEPTIONS: Indicate Time Code and the specific "From" and "To" time you were absent from work. SAP system will calculate hours.															
	Code	From	To	Code	From	To	Code	From	To	Code	From	To	Code	From	To
Week 1										7/1			7/2		7/3

Regular Work
Schedule
(Required)

STEP 2B: IDENTIFY WORK SCHEDULE EXCEPTIONS

In SAP, absences are counted in days or fractions of days. Overtime is calculated for eligible employees based on time worked in excess of the employee’s regular work schedule. The software then calculates the reported absence or overtime worked based on the start and end time reported as an exception to the employee’s established regular work schedule.

Although SAP uses a four-digit coding “Absence Authorization” system, employees will continue to use the legacy system’s letter absence codes system on time reports. Time reporting personnel will convert the letter codes to the four digit absence code when reporting time in the SAP system. Time Report codes are listed on the bottom of the Exception Time Report as shown in Figure 7.

Figure 8: Exceptions Reported

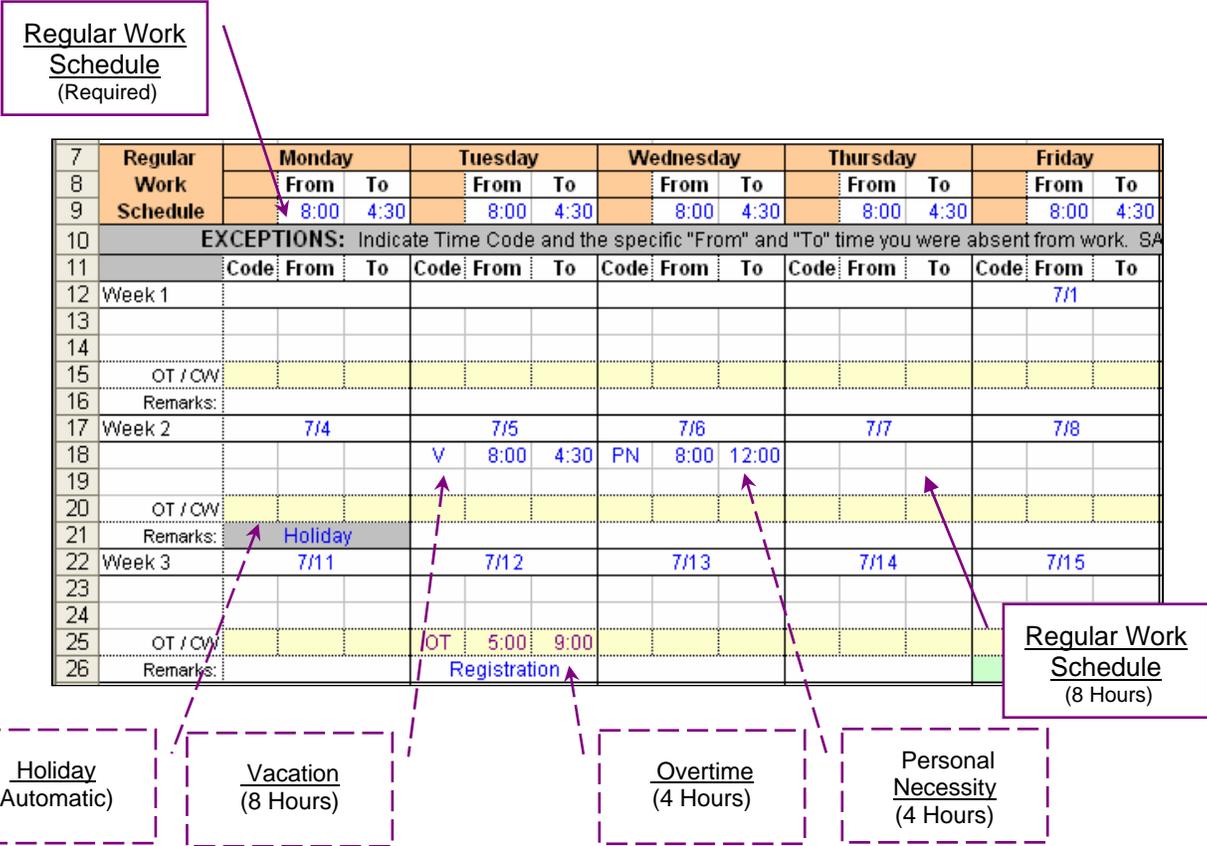
32	Week 5		7/25		7/26		7/27		7/28		7/29		7/30		7/31
33															
34															
35	OT / CW:														
36	Remarks:										M & SM Pay Date				
37		Special Pay Codes		Absence Codes				I certify I worked my work schedule with the exceptions noted above.							
38		OT	Overtime	AP	Annual Physical Paid	J	Jury Duty Paid	Employee's Signature and Date							
39		CW	Comp Time Worked	B	Breavement Paid	PN	Personal Necessity Paid								
40		PT	Paid Tardy-Unit 1 Only	C	Casual Absence Paid	S	Subpoena Paid	Supervisor's Signature and Date							
41				CT	Comp Time Taken	T	Tardy / Absent Without Leave Unpaid								
42		Pay Date Codes		I	Illness Paid	U	Authorized Unpaid Absence								
43		M	Monthly	IA	Industrial Accident Paid	WV	Work Related								
44	6/13/05	SM	Semi-Monthly												

Time Report
Code Area

The following points summarize how absence codes work.

- The letter codes have been updated to reflect current payroll practices.
- Location time reporting personnel will convert the Exception Time Reports letter code to the four-digit absence code when absences are reported into the SAP system.
- Employee Salary Remuneration statements (“pay stubs” and “EFT” notices) report absence time in days or portions of a day.
- A chart of the SAP Authorization and Exception Time Report letter codes is available in the Time Report-Salaried on the tab titled “Time Reporting & Codes.”

Figure 9: Exceptions Reported



STEP 3: CERTIFY WORK

The final step is certifying the work schedule is accurate. Two methods of certification are allowable: “wet” signature or email. Regardless of the method used, both the employee and supervisor’s certification is required. (See Figure 11.)

Figure 10: Exception Time Report Signature Area

32	Week 5	7/25	7/26	7/27	7/28	7/29	7/30	7/31
33								
34								
35	OT / CW/							
36	Remarks:					M & SM Pay Date		
37		Special Pay Codes		Absence Codes			I certify I worked my work schedule with the exceptions noted above.	
38		OT Overtime	AP Annual Physical Paid	J Jury Duty Paid				
39		CWV Comp Time Worked	B Breavement Paid	PN Personal Necessity Paid				
40		PT Paid Tardy-Unit 1 Only	C Casual Absence Paid	S Subpoena Paid				
41			CT Comp Time Taken	T Tardy / Absent Without Leave Unpaid	Employee's Signature and Date			
42		Pay Date Codes		I Illness Paid	U Authorized Unpaid Absence			
43		M Monthly	IA Industrial Accident Paid	W Work Related				
44	6/13/05	SM Semi-Monthly			Supervisor's Signature and Date			

Paper Form
Signature Area

The Exception Time Report should be filed in the department office or in the location’s central filing system for audit purposes.

Reminders: The location time reporting office should receive:

- Absence Certification / Request forms office within two business days of the absence.
- Completed Overtime Request and Report forms by the Monday following the week the overtime was worked.

APPENDIX

A – Reporting Lunch (Meal) Periods

B – Extract / California Labor Commission Provisions

- Rest Periods
- Meal Breaks

APPENDIX A

Los Angeles Community Colleges

REPORTING LUNCH (MEAL) PERIODS

When recording time it is necessary to take the employee’s actual lunch break period into consideration. Rest Periods (Breaks) are not part of SAP time reporting but are handled according to California Labor Commission Rules, LACCD policy, and collective bargaining agreements.

- **REGULAR WORK SCHEDULE:** SAP assumes a one-half lunch/ meal period will take place four (4) hours in to the work day.
 - The employee’s actual lunch period time may vary from the “SAP scheduled time but is to be taken within five (5) hours of the workday if the employee is assigned to work six or more hours.
 - With mutual consent of the employer and employee, employees assigned six hours may waive the ½ hour unpaid lunch time.
 - Lunch periods may not be “skipped” in order to shorten the work day.

Table A-1 shows examples of how to report typical break and absence patterns for an employee assigned to an eight (8) hour work day.

Figure A-1: Typical Break and Absence Patterns

TYPICAL BREAK AND ABSENCE PATTERNS ¹ (Regular Work Schedule / No Overtime Worked)										
ABSENCE PATTERN	REGULAR WORK SCHEDULE		ACTUAL ATTENDANCE		SAP “UNPAID” LUNCH PERIOD		ACTUAL “UNPAID” LUNCH PERIOD		REPORT ABSENCE	
	START	END	START	END	START	END	START	END	START	END
None	8:00	16:30	8:00	16:30	12:00	12:30	11:30	12:30	None	
4 hour	8:00	16:30	8:00	12:00	12:00	12:30	None		12:30	16:30
Affecting Lunch	8:00	16:30	8:00	13:00	12:00	12:30	None		13:30	16:30
Not Affecting Lunch	8:00	16:30	8:00	14:00	12:00	12:30	12:00	12:30	14:00	16:30

¹ Specific break and lunch requirements are specified in collective bargaining agreements. The information contained in this chart is derived from California Labor Commission provisions.

APPENDIX A

- **OVERTIME WORK SCHEDULE:** Overtime is reported for non-exempt employees whenever the employee works over eight hours a day.

In addition, the California Labor Commission requires that when an employee works a period of more than five hours, a meal period of not less than thirty minutes must be provided. The only exception to this requirement is when the period of time worked is not more than six hours.

When an employee works overtime, a second meal period of not less than thirty minutes is required if the total hours worked is more than ten hours per day. The only exception to this requirement is when the total hours worked is no more than 12 hours. In this instance, the second meal period may be waived by mutual consent of the supervisor and employee.

In the LACCD, the second lunch period is unpaid and the employee is expected to be relieved of duty during the lunch period. If duty is not relieved, the meal period is considered as an “on duty” meal and counts as time worked. On duty meals are to be only permitted when (A) and unusual or unexpected circumstance arises and/or (B) the nature of the work prevents an employee from being relieved of all duty. The supervisor and/or manager must approve an on-duty meal period.

Table A-2 summarizes lunch and break period requirements.

Table A-2: Lunch and Break Period Requirements

LUNCH AND BREAK PERIOD REQUIREMENTS ¹			
WORK WEEK SCHEDULE	OVERTIME WHEN DAILY HOURS EXCEED	WORK SCHEDULE	
		REGULAR	OVERTIME
5/40 ²	8	One Lunch Two Breaks	Additional 30-Minute Lunch Period Additional Break
9/80	9	One Lunch Two Breaks	Additional 30-Minute Lunch Period Additional Break
10/40	10	One Lunch Two Breaks	Additional 30-Minute Lunch Period Additional Break
¹ Specific break and lunch requirements are specified in collective bargaining agreements. The information contained in this chart is derived from California Labor Commission provisions. ² If an employee works less than eight (8) hours but more than four (4) are to be provided an uninterrupted daily unpaid thirty (30) minute lunch and an uninterrupted daily fifteen (15) minute lunch break.			

APPENDIX A

Due to the California Labor Commission’s requirement that employees are entitled to take a 30 minute second meal period whenever they work a more than ten hours day.

Table A-3 provides an example of how to report meal periods when overtime is worked.

Table A-3: Lunch and Break Period Requirements

MEAL PERIOD REQUIREMENTS											
HOURS WORKED TOTAL	REGULAR WORK SCHEDULE		ACTUAL ATTENDANCE		SAP “UNPAID” LUNCH PERIOD		ACTUAL “UNPAID” LUNCH PERIODS		REPORT OVERTIME		NOTES
	Start	End	Start	End	Start	End					
10	8:00	16:30	8:00	18:30	12:00	12:30	12:00	12:30	16:30	18:00	Second meal period not required.
11	8:00	16:30	8:00	19:30	12:00	12:30	12:00	12:30	16:30	19:30	Second meal period waived.
11	8:00	16:30	8:00	20:00	12:00	12:30	12:00	12:30	17:00	20:00	Second meal period taken.
							16:30	17:00			

APPENDIX B

EXCERPT

CALIFORNIA LABOR COMMISSION PROVISIONS

▪ **REST PERIODS**

"California employees covered by the rest period provisions of the Industrial Welfare Commission Wage Orders must be provided with a net **10-minute paid rest period for every four hours worked or major fraction thereof**. Insofar as is practicable, the rest period should be in the middle of the work period. If an employer fails to provide an employee a rest period, the employer shall pay the employee one hour of pay at the employee's regular rate of pay for each workday that the rest period is not provided."

▪ **MEAL BREAKS**

"In California, an employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. **A second meal period of not less than thirty minutes is required if an employee works more than ten hours per day**, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and employee only if the first meal period was not waived."