



California Meal and Rest Break Policy

SPONSORING ORGANIZATION: People Services

INTRODUCTION

The state of California has specific laws regarding meal and rest breaks that apply to employees working in the state. This policy explains Booz Allen's expectations regarding meal and rest breaks for employees working in California to ensure we remain in compliance with California state law. This policy applies to all non-exempt (overtime eligible) employees performing work in California ("eligible employees").

RELATED POLICIES

[Work Hours and Employment Status](#) (describes the standard workweek and standard workday; defines type of employment status including overtime and benefit eligibility)

[Time Reporting Policy](#) (provides instructions for accurate time reporting)

[Discipline for Misconduct](#) (outlines types and process for implementing disciplinary actions for violations of law, regulation, or policy)

SCOPE

This policy applies to Booz Allen non-exempt employees performing work in California.

POLICY

Meal and Rest Breaks

Meal Breaks

Booz Allen provides a 30-minute unpaid meal break to eligible employees who work more than five hours in a single workday, and a second 30-minute unpaid meal break to eligible employees who work more than 10 hours in any single workday. During meal breaks, eligible employees are fully relieved of all their duties related to completing work activities and are permitted to leave their worksite or premises (e.g., Booz Allen office, client site).

Booz Allen provides meal breaks to eligible employees as follows:

Duration of Shift in Hours	# of Meal Breaks	Comments
0 to ≤ 5.0	0	Eligible employees who do not work more than five hours in a single workday are not provided with a meal break.
> 5.0 to ≤ 10.0	1	Eligible employees who work more than five hours in a single workday, but who do not work more than ten hours in a single workday, are provided with a 30-minute unpaid meal break ("first meal break") to begin before working more than five hours.
> 10.0	2	Eligible employees who work more than ten hours in a single workday are provided with a second 30-minute unpaid meal break ("second meal break") to begin before working more than ten hours.

The first meal break must begin before an employee has worked 5 hours in a single workday.

Example: An employee who begins work at 8:00 a.m. must start their meal break no later than 12:59 p.m.

The second meal break must begin before an employee has worked 10 hours in a single workday.

Example: An employee who begins work at 8:00 a.m., must start their second meal break by no later than 5:59 p.m.

Meal breaks cannot be combined or taken at the beginning or end of scheduled workdays in order to arrive to work late or leave work early. Booz Allen does not pay eligible employees for meal breaks. Employees entitled to a meal break are required to record the start and stop times of their meal breaks every day in the Time Online (TOL) system using the specific instructions provided in the [Precise Time Reporting Job Aid](#). Employees must not otherwise record time spent during their meal breaks, as this is unpaid time and should not be used to perform any work.

Rest Breaks

Booz Allen authorizes and permits eligible employees to take a 10-minute paid rest break for every four hours worked or major fraction thereof in a single workday. During rest breaks, eligible employees are fully relieved of all their duties related to completing work activities and are permitted to leave their worksite or premises (e.g., Booz Allen office, client site).

Booz Allen authorizes and permits eligible employees to take rest breaks as follows:

Duration of Shift in Hours	# of 10 Minute Rest Breaks	Comments
0 to < 3.5	0	Eligible employees who work less than 3.5 hours in a single workday are not entitled to a rest break.
3.5 to ≤ 6	1	Eligible employees who work between 3.5 and 6 hours in a single workday are entitled to one 10-minute rest break.
> 6.0 to ≤ 10.0	2	Eligible employees who work more than 6 hours in a single workday but who do not work more than 10 hours in a single workday are entitled to two 10-minute rest breaks.
> 10.0 to ≤ 14.0	3	Eligible employees who work more than 10 hours in a single workday but who do not work more than 14 hours in a single workday are entitled to three 10-minute rest breaks. Eligible employees who work more than 14 hours in a single workday may be entitled to additional rest breaks and must consult with their Job Leader who can advise regarding entitlement to any additional breaks.

Responsibilities

All employees, including Booz Allen people with management responsibilities (e.g., Career Manager, Job Leader) are responsible for ensuring meal and rest breaks are provided, and Job Leaders must schedule operational and project requirements consistently with this policy. Eligible employees must sign the [Acknowledgment Form for Receipt of the California Meal and Rest Break Policy](#).

No employee, including Booz Allen people with management responsibilities, may pressure or coerce eligible employees to skip their meal breaks or rest breaks. Booz Allen forbids any form of retaliation against eligible employees who take breaks as permitted in this policy, or individuals who report alleged violations of this policy in good faith. Any form of retaliation in violation of this policy will result in disciplinary action (up to and including termination of employment), in accordance with our [Discipline for Misconduct Policy](#).

Any eligible employee who is not provided with a timely and complete meal break or is not authorized and permitted to take a timely and complete rest break, pursuant to the terms of this policy, is entitled to a meal or rest break premium equal to one hour's wage at the employee's regular rate of compensation. Job Leaders are responsible for authorizing meal or rest break premiums.

Career Managers and Job Leaders who know or should reasonably know that a meal or rest break was not provided in accordance with this policy must have the eligible employee complete the [California Meal and Rest Break Premium Authorization Form](#) that the employee is paid the meal or rest break premium. Eligible employees should report to their Job Leader any meal break that was not provided or any rest break that was not authorized and permitted within one business day. Any eligible employee who believes that he or she is owed a premium for a meal or rest break, but has not yet received the premium, should report the missing premium immediately to his or her Job Leader, Career Manager, any other manager, or a Human Resources representative within one business day.

Enforcement and Discipline

Any Booz Allen employee who fails to observe meal break and rest break practices in accordance with this policy may be subject to discipline, up to and including termination of employment. Violations of this policy must be reported to an employee's Career Manager or Job Leader, any other manager, a Human Resources representative, or any of the other reporting channels listed in the [Mandatory Reporting and Non-Retaliation policy](#).

VIOLATIONS OF POLICY, REPORTING, AND ZERO TOLERANCE FOR RETALIATION

Any Booz Allen person who violates this policy will be subject to disciplinary action (up to and including termination of employment), in accordance with our [Discipline for Misconduct Policy](#).

If Booz Allen people observe or have reasonable suspicion of a violation of this policy, they have a duty to report those concerns. To report a possible violation of this policy or the Code of Business Ethics and Conduct, Booz Allen people should contact their job or career manager, an Ethics Advisor, Ethics & Compliance (<mailto:ethics@bah.com>), HR Talent Consultant or [Employees Relations](#), the Legal Department, our [Chief Ethics and Compliance Officer](#), or the EthicsFirst Line at 800-501-8755 (US) or +1-888-475-0009 (international), or <http://speakup.bah.com>.

We take all allegations of misconduct seriously, and as stated in our [Mandatory Reporting and Non-Retaliation Policy](#), we will not tolerate retaliation of any sort against any person because they raise a good faith ethical or legal concern.

POINTS OF CONTACT AND ADDITIONAL RESOURCES

Questions regarding this policy can be directed to the aligned HR Talent Consultant.

- [Precise Time Reporting Job Aid](#)
- [Acknowledgement of Receipt of California Meal and Rest Break Policy Form](#)
- [Meal and Rest Break Premium Authorization Form](#)
- [Meal and Rest Break FAQs](#)