

**SOUTHERN CALIFORNIA CONFERENCE  
Meal Period Waiver – 2<sup>nd</sup> 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 2<sup>nd</sup> 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 5<sup>th</sup> 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 2<sup>nd</sup> 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