Hours of work POLICY (option 1)

**Workweek**

The workweek is Monday through Sunday. Day (first) shift is from 7:00 a.m. to 3:00 p.m. Evening (second) shift is from 3:00 p.m. to 11:00 p.m. Night (third) shift is from 11:00 p.m. to 7:00 a.m.

**Wash‑up Periods**

A non‑exempt employee will receive a paid wash‑up period of five minutes immediately before his or her lunch and a paid wash‑up period of five minutes immediately before the end of his or her shift.

**Break Periods**

A non‑exempt employee will receive a paid break period of 10 minutes in the first four hours of a shift lasting at least four hours and a paid break period of 10 minutes in the second four hours of a shift lasting at least eight hours. The Company will continue its practice of offering an unpaid supper period when extended overtime is worked into late evening hours.

In addition, the Company provides non-paid break times for nursing mothers, within one year of their child’s birth, to give them the opportunity to express milk.

**Lunch Periods**

A non‑exempt employee will receive an unpaid lunch period of 30 minutes during a shift lasting more than four hours. The timing of the lunch period for each employee shall be solely at the discretion of the employee’s supervisor.

THiS POLICyS is LEGALLY DESIRABLE