



Otis College of Art and Design
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MEAL PREMIUM WAIVER AGREEMENT

Employee Name (Please print) _____

Department: _____

I agree to waive meal periods for pay period ending _____ as follows:

First Meal Period

- I understand that I am entitled to an unpaid meal break of not less than 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 will be completed within a work period of not more than six (6) hours.

I am waiving the First Meal Period for the following dates: _____

Second Meal Period

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

I am waiving the Second Meal Period for the following dates: _____

By signing below, the Supervisor and Employee assert their mutual agreement to waive the meal premiums noted above.

Employee's Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor's Signature: _____ Date: _____

Please forward form to the Payroll Department on second floor or e-mail to Eloa Leme at eleme@otis.edu or Connie Lopez at clopez@otis.edu