

## Appendix A

### States with Meal or Meal and Rest Requirements

- "Employee" is defined as non-exempt Kelly temporary employees, including non-exempt in-house temporary employees, and non-exempt Kelly regular full- and part-time employees.

\* In New York and Massachusetts, meal periods must also be provided for employees in exempt positions.

State	Meal Requirement Summary	Rest Requirement Summary																
<b>CA</b>	<ul style="list-style-type: none"> <li>• Employees who work more than five hours per day will be provided with a duty-free and uninterrupted meal period of not less than 30 minutes. This meal period must begin no later than the end of the fifth hour of work.</li> <li>• Employees who work more than 10 hours per day will be provided with a second, duty-free and uninterrupted meal period of not less than 30 minutes, unless the shift is completed within twelve hours of work, and Kelly and the employee agree to waive the second meal. This meal period must begin no later than the end of the tenth hour of work.</li> <li>• The aforementioned duty-free and uninterrupted meal periods of not less than 30 minutes may be unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees are also authorized and permitted to take a 10-minute paid rest period for every shift which lasts 3 ½ hours up to 6 hours, a second 10-minute paid rest period for every shift which lasts more than 6 hours up to 10 hours, a third 10-minute paid rest period for a shift which lasts more than 10 hours up to 14 hours, and so on for every four hours, or major fraction thereof.</li> <li>• Rest breaks should be taken as close to the middle of each four-hour work period as practicable.</li> <li>• Rest periods are paid.</li> </ul>																
<b>CO</b>	<ul style="list-style-type: none"> <li>• Employees working more than 5 hours are required to take an uninterrupted, duty-free 30-minute meal period.</li> <li>• To the extent practical, meal periods must occur at least 1 hour after the shift start time and at least 1 hour before the shift end time.</li> <li>• Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>• For every four hours worked, employees are required to take a 10-minute rest period. If practicable, the rest period should be in the middle of the four-hour period.</li> <li>• Rest periods are paid.</li> <li>• The number of required rest periods are dependent on shift length: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Work Hours</th> <th style="text-align: center;"># of Rest Periods</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2 or fewer</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">Over 2, up to 6</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">Over 6, up to 10</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">Over 10, up to 14</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Over 14, up to 18</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">Over 18, up to 22</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">Over 22</td> <td style="text-align: center;">6</td> </tr> </tbody> </table> </li> <li>• If employees do not receive the required rest periods as outlined above, they are to be compensated an additional 10 minutes for each rest period</li> </ul>	Work Hours	# of Rest Periods	2 or fewer	0	Over 2, up to 6	1	Over 6, up to 10	2	Over 10, up to 14	3	Over 14, up to 18	4	Over 18, up to 22	5	Over 22	6
Work Hours	# of Rest Periods																	
2 or fewer	0																	
Over 2, up to 6	1																	
Over 6, up to 10	2																	
Over 10, up to 14	3																	
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Over 22	6																	

State	Meal Requirement Summary	Rest Requirement Summary
		missed. See additional instructions <a href="#">here</a> .
<b>CT</b>	<ul style="list-style-type: none"> <li>• Employees working at least 7½ hours are required to take an uninterrupted, duty-free 30-minute meal period.</li> <li>• Meal period must be taken no earlier than the completion of 2 hours of work but no later than beginning the last 2 hours of work.</li> <li>• Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>DE</b>	<ul style="list-style-type: none"> <li>• Employees working at least 7½ hours are required to take an uninterrupted, duty-free 30-minute meal period.</li> <li>• Meal period must be taken no earlier than the completion of 2 hours of work but no later than beginning the last 2 hours of work.</li> <li>• Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>IL</b>	<ul style="list-style-type: none"> <li>• Employees working at least 7 ½ hours are required to take an uninterrupted, duty-free 20-minute meal period.</li> <li>• Meal period must be taken no later than the completion of 5 hours of work.</li> <li>• Meal periods are unpaid.</li> <li>• Employees working in excess of 7 ½ hours are required to take an additional 20-minute meal break for every additional 4 ½ hours of continuous work.</li> </ul>	<ul style="list-style-type: none"> <li>• For every consecutive seven-day period of work, employees must take at least 24 consecutive hours of rest.</li> </ul>
<b>KY</b>	<ul style="list-style-type: none"> <li>• Employees are required to take an uninterrupted, duty-free 30-minute meal period if they work a shift of six or more hours.</li> <li>• Meal period must be no earlier than the completion of 3 work hours, but no later than the completion of 5 work hours, and be as close to the middle of the employee's scheduled work shift as possible.</li> <li>• Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>• For every four hours worked, employees are required to take a 10-minute rest period.</li> <li>• Rest periods are paid.</li> </ul>
<b>MA*</b>	<ul style="list-style-type: none"> <li>• Employees are required to take an uninterrupted, duty-free 30-minute meal period no later than the completion of the 6th hour of work.</li> <li>• Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>MD</b>	<ul style="list-style-type: none"> <li>• Effective 3/1/11, non-exempt employees assigned to a retail location with 50+ employees are required to take a duty-free, 30-minute meal period after six or more consecutive hours.</li> </ul>	<ul style="list-style-type: none"> <li>• For every four to six hours of consecutive work, employees are required to take a 15-minute rest period.</li> </ul>

State	Meal Requirement Summary	Rest Requirement Summary
		<ul style="list-style-type: none"> <li>For every eight or more consecutive hours, employees are required to take at least 15 minutes for every four consecutive hours.</li> </ul>
<b>ME</b>	<ul style="list-style-type: none"> <li>Employees working at least 6 hours are required to take an uninterrupted, duty-free 30-minute meal period no later than the completion of the 6th hour of work.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>MN</b>	<ul style="list-style-type: none"> <li>Employees working at least 8 hours are required to take an uninterrupted, duty-free 30-minute meal period.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>For every four hours worked, employees are required to take sufficient time to use the restroom.</li> <li>Rest periods are paid.</li> </ul>
<b>NE</b>	<ul style="list-style-type: none"> <li>Manufacturing employees must receive at least one 30-minute meal break during each eight-hour shift. This provision does not apply if covered by a valid collective bargaining agreement or other written agreement.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>ND</b>	<ul style="list-style-type: none"> <li>Employees who work at least 5 hours are required to take an uninterrupted, duty-free 30-minute meal period no later than the completion of the 5th hour worked.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>NH</b>	<ul style="list-style-type: none"> <li>Employees working for a continuous 5 hour period are required to take an uninterrupted, duty-free 30-minute meal period no later than the completion of the 5th hour of work.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>NM</b>	<ul style="list-style-type: none"> <li>State does not require a meal period. But when employees are granted a meal period (in industrial, mercantile and certain service industries), it must be at least 30 minutes, not counted as time worked.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>NV</b>	<ul style="list-style-type: none"> <li>Employees working at least 8 hours are required to take an uninterrupted, duty-free 30-minute meal period.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>For every four hours worked, employees are required to take a 10-minute rest period.</li> <li>Rest periods are paid.</li> </ul>
<b>NY*</b>	<ul style="list-style-type: none"> <li>Employees who work at least 6 hours that extends over the 11 a.m. to 2 p.m. time period are required to take an uninterrupted, duty-free 30-minute meal period (1 hour for factories) between 11 a.m. and 2 p.m.</li> <li>Every person employed for a period starting before 11 a.m. and extending beyond 7 p.m. is required to take an uninterrupted, duty-free 20-minute meal period between 5 p.m. and 7 p.m.</li> <li>Employees who work at least 6 hours and begin their shift between 1 p.m. and 6 a.m. are required to take an uninterrupted, duty free 45-minute meal period (1 hour for factories) as close to the middle of the shift as possible.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>OR</b>	<ul style="list-style-type: none"> <li>Employees who work at least 6 hours are required to take an uninterrupted, duty-free 30-minute meal period.</li> </ul>	<ul style="list-style-type: none"> <li>For every four hours worked, employees are required to take a 10-minute rest period.</li> <li>Rest periods are paid.</li> </ul>

State	Meal Requirement Summary	Rest Requirement Summary
	<ul style="list-style-type: none"> <li>• If employee's shift is between 6 and 7 hours long, the meal period must be taken no earlier than the completion of 2 hours of work, but no later than the completion of 5 hours of work.</li> <li>• If employee's shift is more than 7 hours long, the meal period must be taken no earlier than the completion of 3 hours of work, but no later than the completion of 6 hours of work.</li> <li>• Employees who work 14 hours or more must be given a second meal period.</li> <li>• Meal periods are unpaid.</li> </ul>	
<b>RI</b>	<ul style="list-style-type: none"> <li>• Employees who work at least 6 hours are required to take an uninterrupted, duty-free 20-minute meal period when working a 6 hour shift, or an uninterrupted, duty-free 30-minute meal period when working an 8 hour shift.</li> <li>• Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>TN</b>	<ul style="list-style-type: none"> <li>• Employees who work at least 6 hours are required to take an uninterrupted, duty-free 30-minute meal period no earlier than the completion of 1 hour of work.</li> <li>• Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>VT</b>	<ul style="list-style-type: none"> <li>• Employees are required to take reasonable opportunities during work periods to eat.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees are required to take reasonable time to use toilet facilities.</li> </ul>

State	Meal Requirement Summary	Rest Requirement Summary
<b>WA</b>	<ul style="list-style-type: none"> <li>Employees who work at least 5 hours are entitled to an uninterrupted, duty-free 30-minute meal period to be taken no earlier than the completion of 2 hours of work, but no later than the completion of 5 hours of work. No employee may be required to work more than 5 consecutive hours during their regularly scheduled shift without a meal period. The second meal period must be given within 5 hours of the end of the first meal period.</li> <li>Employees who work 3 or more hours longer than the shift they are regularly scheduled to work are required to take a second uninterrupted, duty-free 30-minute meal period before or during the overtime period.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>For every four hours worked, employees are required to take a 10-minute rest period.</li> <li>Employee cannot be required to work more than 3 hours without a rest break.</li> <li>Rest periods are paid.</li> </ul>
<b>WV</b>	<ul style="list-style-type: none"> <li>Employees who work at least 6 hours are required to take an uninterrupted, duty-free 20-minute meal period.</li> <li>Meal periods are unpaid.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

## Appendix B

### States with Meal or Rest Period Waivers

Refer to **Administering State-Specific Meal Period Waivers (e1261)**, for instructions on administering the appropriate meal period waiver to the requesting employee.

State	Meal Period Waiver Available	Rest Period Waiver Available
<b>CA</b>	<p>Daily meal period waiver for Non-Bullhorn Time &amp; Expense Customers:</p> <ul style="list-style-type: none"> <li>Meal Period Attestation for California Non-Bullhorn Time &amp; Expense Customers <b>(e1046)</b></li> </ul> <p>Standing meal period waivers for Non-Bullhorn Time &amp; Expense Customers:</p> <ul style="list-style-type: none"> <li>California First Meal Period Waiver (Shift Greater Than 5 Hours, No More Than 6 Hours) <b>(e1943)</b></li> <li>California Second Meal Period Waiver (Shift Greater Than 10 Hours, No More Than 12 Hours) <b>(e1944)</b></li> </ul>	<ul style="list-style-type: none"> <li>No waiver; rest period required.</li> </ul>
<b>DE</b>	<ul style="list-style-type: none"> <li>Delaware Meal Period Waiver <b>(e1252)</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>KY</b>	<ul style="list-style-type: none"> <li>Kentucky Meal Period Waiver <b>(e1259)</b></li> </ul>	<ul style="list-style-type: none"> <li>No waiver; rest period required.</li> </ul>
<b>MA</b>	<ul style="list-style-type: none"> <li>Massachusetts Meal Period Waiver <b>(e1254)</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>MD</b>	<ul style="list-style-type: none"> <li>Maryland Meal Period Waiver for Retail Employees <b>(e1253)</b></li> </ul>	<ul style="list-style-type: none"> <li>No waiver; rest period required.</li> </ul>
<b>ME</b>	<ul style="list-style-type: none"> <li>Maine Meal Period Waiver <b>(e1963)</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>NE</b>	<ul style="list-style-type: none"> <li>Nebraska Meal Period Waiver for Assembly Plant, Workshops, and Mechanical Establishments <b>(e1255)</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>ND</b>	<ul style="list-style-type: none"> <li>North Dakota Meal Period Waiver <b>(e1260)</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>NH</b>	<ul style="list-style-type: none"> <li>New Hampshire Meal Period Waiver <b>(e1258)</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>NV</b>	<ul style="list-style-type: none"> <li>Nevada Meal Period Waiver <b>(e1256)</b></li> </ul>	<ul style="list-style-type: none"> <li>Nevada Rest Period Waiver <b>(e1257)</b></li> </ul>
<b>WA</b>	<ul style="list-style-type: none"> <li>Washington First Meal Period Waiver <b>(e1456)</b></li> <li>Washington Second Meal Period Waiver <b>(e1457)</b></li> </ul>	<ul style="list-style-type: none"> <li>No waiver; rest period required.</li> </ul>