

## **Missed Time Punch for Meal Period Acknowledgment**

I, the undersigned employee, understand that Herring Networks, Inc.'s (the "Company") policy requires me to take an unpaid, off-duty meal period of no less than 30 minutes whenever I am scheduled to work for a period of more than five hours in a workday. I further understand that the meal period must begin before completing five hours of work and that, unless I qualify for a waiver, it is my obligation to take a meal period of at least 30 minutes within the time frame identified in accordance with Company policy. I understand that it is my responsibility to accurately record my time, including punching in and out for meal periods.

I acknowledge that on (date) \_\_\_\_\_, I took an uninterrupted, off-duty 30-minute meal period which began prior to the completion of my fifth hour of work. However, I did not accurately or timely punch in and/or out for my meal period.

An accurate time punch for my meal period would show that:

I began my meal period at: \_\_\_\_\_ a.m./p.m.

I ended my meal period at: \_\_\_\_\_ a.m./p.m.

I further acknowledge that I have been instructed on the Company's meal period policy, and I understand that if I do not accurately punch in and/or out for my timely meal period, voluntarily choose not to take my meal period, or voluntarily choose not take a complete meal period in accordance with the Company's meal period policy, I will be subject to disciplinary action, up to and including termination.

I certify that the foregoing is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name