**TIME KEEPING**

**POLICY**

In order for Isaac’s Deli, Inc. to accurately pay you for the hours that you have worked, it is important that the time clock is used properly.

The following outlines basic time clock usage:

1. **Start of Shift**

An employee is required to clock in at their scheduled time.

1. **Breaks**

The immediate supervisor must coordinate all breaks and permission must be granted before taking a break. Employees are not required to clock out for breaks less than 30 minutes in duration. However, since the employee is being compensated during these breaks, the immediate supervisor can restrict the number and duration of breaks, or call the employee back to duty at any time.

Employees are required to clock out for any break period exceeding 30 minutes during which the employee is relieved of all job duties.

This is not the policy for employees defined as “minors” by law. Different rules apply to minors regarding break periods.

1. **End of Shift**

Employees are required to “clock out for the day” at the end of each shift. Failure to clock in or out properly, excluding mechanical failures, could result in disciplinary measures.

1. **Overtime**

In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and on-half times their regular pay for time worked in excess of 40 hours per workweek. The workweek begins at 4:00am and ends at 3:59am on each Monday.

Employee overtime must be approved by a manager. Overtime worked, but not approved, may be subject to disciplinary measures.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position. If there is a reduction in a salaried employee’s pay, it is possibly an error or can be explained. It is not an attempt to avoid overtime.

Approved paid time off and Jury/Bereavement leave are paid are not counted as time worked for the purposes of calculating overtime.

**LACTATION BREAK POLICY**

As part of our family-friendly policies and benefits, Isaac’s Deli, Inc. supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The provisions of this Lactation Policy meet the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers.

For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. Isaac’s Deli, Inc. has designated the restaurant office (restaurants) and small meeting room (Corporate Office) for this purpose. Refrigeration for the storage of breast milk is available. Any breast milk stored in refrigeration must be labeled with the name of the employee and the date of expressing the breast milk and stored in a designated space, clearly marked. Any non-conforming products stored in refrigeration may be disposed of. Employees storing milk in refrigeration assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Lactation breaks of more than 30 minutes in length will be unpaid.

If you are returning from maternity leave, speak with your General Manager regarding your nursing needs. They will work with you to accommodate your break schedule as needed, knowing that your breaks may differ on a day-to-day basis.