

Condor Corporation – Employee Break & Meal Policy

(Effective January 1, 2026 – Minnesota Law)

Purpose

At Condor Corporation, we believe regular breaks are essential for health, safety, and productivity. This policy ensures all employees receive the rest and meal periods required under Minnesota's updated 2026 laws, with company-provided break times that meet or exceed legal requirements.

1. Rest Breaks

- All **non-exempt employees** are entitled to **one 15-minute paid rest break** during each 4-hour work period.
 - Rest breaks should be taken **as close to the middle of the work period as possible**.
 - Rest breaks are **paid time** and count toward hours worked.
 - Employees may use rest breaks for personal needs, including:
 - Restroom use
 - Cell phone calls, texts, or other personal device use
 - Eating a snack or drinking a beverage
 - Smoking or vaping in designated outdoor areas
 - Other brief personal activities that do not interfere with work duties
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2. Meal Breaks

- Employees working **8 or more consecutive hours** will receive **one unpaid meal break of 60 minutes**.
- Meal breaks should be scheduled **approximately midway through the shift**.
- To be unpaid, employees must be **completely relieved of all work duties** during the meal break.

- If work duties are performed during the meal break, the time will be **paid**.
 - Employees may use meal breaks for personal activities, including eating, relaxing, or leaving the premises.
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3. Employee Responsibility During Breaks

- Employees are responsible for **alerting their supervisor or team** when they are going on break.
 - Employees must **maintain an off-duty status** during unpaid meal breaks — no work-related tasks, calls, or emails.
 - For paid rest breaks, employees should still step away from active work duties to recharge.
 - Breaks should be taken in designated break areas or off-site locations, as appropriate.
 - **If you cannot take your scheduled break**, you must **notify your supervisor immediately** so **alternate arrangements** can be approved.
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4. Waiving Breaks

- Employees **have the right to voluntarily waive** their rest or meal breaks.
 - Waiving a break must be **the employee's choice** and **free from any pressure or coercion**.
 - For compliance purposes, any waived **meal break** should be **documented in writing** and approved by a supervisor.
 - Even if a break is waived, employees will still be paid for all hours worked.
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5. Additional Breaks for Certain Conditions

- Employees who are **pregnant, nursing**, or have a **medical condition** that requires more frequent breaks are entitled to **additional paid or unpaid breaks** as needed.
- Nursing employees are entitled to reasonable break time to express milk in a private, non-bathroom space, in accordance with Minnesota and federal law.

- Employees needing additional breaks should **notify their supervisor** so accommodations can be arranged confidentially.
 - No employee will face retaliation for requesting or taking additional breaks for health-related reasons.
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6. Flexibility & Scheduling

- Supervisors will coordinate break schedules to balance operational needs with employee well-being.
 - Breaks may be staggered to ensure adequate coverage.
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7. Compliance & Reporting

- Missed breaks may result in **additional pay** as required by law.
 - Condor Corporation strictly prohibits retaliation against employees for requesting, taking, or waiving breaks.
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8. Special Notes

- This policy applies to all non-exempt employees in Minnesota.
 - Certain roles may have exceptions as allowed by law, which will be communicated in writing.
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Acknowledgment

I have read and understand Condor Corporation's Employee Break & Meal Policy.

Employee Signature: _____ **Date:** _____
