



**Date: 9/10/16**

***Memorandum from Kelly Sherbanee***

**From: Kelly Sherbanee**

**To: TR Café Staff**

**Subject: Meal Period**

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**It is the intent of Turnip Rose to provide a comfortable work place where all applicable laws are followed in a manner that is clearly understood without any misinterpretations. If any staff member feels the need to further discuss this please feel free to contact Kelly Sherbanee (714) 863-2723**

- **The law provides a 30 minute meal (unpaid) period if a staff member is scheduled to work more than 5 hours a day except if the total assigned hours is less than 6 hours than there is no provided meal period.**
- **If you are scheduled more than 6 hours (generally 6.5hrs and more) than you are entitled to a 30 minute meal break (unpaid)**

**Please know that my door is open to you 24/7**

**Sincerely,**

**Kelly F. Sherbanee, LT, USN(ret)**

**Administrator/COO**

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