



# Central Administration Office

25 Linnell Circle, Billerica MA 01821 \* Tel: (978)-528-7826 \* <http://www.valleycollaborative.org>

## Meal Break Waiver

As an employee in Massachusetts, you are entitled by law to a 30-minute unpaid meal break for each six hours that you work in a day. All employees who choose to take a meal break for shifts of six or more hours will have contracted hours reduced. However, it is our understanding that you would prefer to waive that right and work through this break time, and be paid, instead.

My signature below acknowledges my voluntary decision to waive my Meal Break during my contracted time. I also understand that if I choose to take the 30-minute meal break, I may do so.

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_