



### **REST BREAK & MEAL PERIOD POLICY – CALIFORNIA TEAM MEMBERS**

All non-exempt team members are entitled to **15-minute rest breaks**, which are **paid**, and are required to take **30-minute meal periods**, which are **not paid**. The rest break, recovery period, and meal period requirements for non-exempt associates (including non-exempt managers) are set forth below:

#### **Rest Breaks**

All team members who work at least 3.5 hours in one shift will have the opportunity to take fifteen (15) minute, uninterrupted rest breaks for each four-hour work period or major fraction thereof (meaning more than two (2) hours) as follows:

Length of Work Period	Authorized Break Time
3.5 hours up to 6 hours	One 15-minute break.
More than 6 hours up to 10 hours	Two 15-minute breaks.
More than 10 hours up to 14 hours	Three 15-minute breaks.

Team members must follow these additional rest break practices:

- Whenever practicable, rest breaks should be taken in the middle of the work period in which the break is authorized and permitted.
- Please do not clock out for a rest break; rest breaks are paid time.
- Team members should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.
- Team members should notify their supervisor before beginning a rest break.
- Team members will be completely relieved from job duties during their rest period(s). Duty free means that the team member is relieved of all work-related responsibilities, including but not limited to, any obligation to perform tasks; monitor work-related activities; carry cellular telephones, personal digital assistants, or other communication devices; receive, review, or respond to any communications; and/or any other tasks.

If a supervisor requires or instructs a team member to perform any work during a rest break, the team member must be allowed a full fifteen (15) minute rest break within the time periods established by this policy.

**Recovery Periods**

Team members who work outdoors shall be also allowed and encouraged to take preventative cool-down rest breaks (called “recovery periods”) in the shade when they feel the need to do so to protect themselves from overheating. Recovery periods shall be a minimum of 5 minutes and may be taken on an as needed basis.

**Meal Periods**

All team members who work more than five (5) hours in a shift must take thirty (30) minute, uninterrupted, duty-free meal periods as follows:

Length of Work Period	Authorized Meal Period
More than 5 hours and up to 10 hours	One 30-minute meal period, which must begin before the end of the fifth (5 <sup>th</sup> ) hour of work.
More than 10 hours	Two 30-minute meal periods, which must be taken as follows: <ul style="list-style-type: none"><li>• the first meal period must begin before the end of the fifth (5<sup>th</sup>) hour of work, and</li><li>• the second meal period must begin before the end of the tenth (10<sup>th</sup>) hour of work</li></ul>

As explained in the chart above, team members who work more than five (5) hours in a shift must start their meal period before the end of the fifth (5<sup>th</sup>) hour of work. Here is an example of how to count work hours using a shift that starts at 8:00 a.m.

Clock Time	Shift Hour
8:00 – 8:59 a.m.	First Hour
9:00 – 9:59 a.m.	Second Hour
10:00 – 10:59 a.m.	Third Hour
11:00 – 11:59 a.m.	Fourth Hour
12:00 – 12:59 p.m.	Fifth Hour
1:00 – 1:59 p.m.	Sixth Hour
2:00 – 2:59 p.m.	Seventh Hour
3:00 – 3:59 p.m.	Eighth Hour

In the above example, because the fifth hour of work lasts until 12:59 p.m., the team member must clock out for his or her meal period no later than 12:59 p.m.

Rest breaks and meal periods cannot be combined. Team members must be completely relieved from job duties during their meal period(s) and may leave the premises.

Team members must follow these additional meal period practices:

- Team members are required to clock out at the start of their meal period, and clock back in when they return to duty.
- Team members should not clock back in from a meal period until they have been off duty for at least thirty (30) minutes.
- If management requires or instructs a team member to perform any work during a meal period, the team member must clock back in before performing the work.
- Similarly, if management requires a team member to remain on Company premises during a meal period, the team member must also clock back in since this does not qualify as a meal period.
- If a team member is required to either perform work during a meal break or remain on Company premises, the team member must be allowed to take a full thirty (30) minutes for the meal period within the time frames established by this policy.

Supervisors must follow additional rules regarding meal periods:

- Supervisors must schedule the workload so that team members have an opportunity to take their meal periods within the time frames established by this policy.
- Supervisors **shall not** interfere with or discourage team members from taking their meal periods.

- Supervisors **shall not** criticize or express disapproval of any team members for taking proper meal periods.

### **Premium Pay**

To the extent that you are not provided a meal period or rest break according to this policy, you are entitled to receive an hour of “premium pay” at your regular rate of pay. Sprouts may also decide to issue premium pay in an abundance of caution or to avoid administrative burdens, so its decision to issue premium pay does not mean that a team member was not provided a meal period or rest break according to this policy.

### **Reporting Concerns and Asking Questions**

If you have any questions or concerns about rest breaks, recovery periods, or meal periods, please speak with your supervisor, another member of management, or Human Resources.

If you believe that you have not been provided, or have been prevented or discouraged from taking a meal period, recovery period or rest break in accordance with this policy, or if you have not been relieved of all duties during such periods, you must immediately report the situation to Human Resources or the Sprouts Ethics hotline (1-855-748-5773 or [speakupsprouts.ethicspoint.com](https://speakupsprouts.ethicspoint.com)).

### **Discipline**

Anyone who fails to observe this Rest Break & Meal Period Policy or who interferes with another’s right to take a meal or rest break will be subject to discipline, up to and including termination of employment. In addition, Sprouts will not tolerate any form of retaliation against individuals who report alleged violations of this policy or who cooperate in Sprouts’ investigation of such reports.