

California has very strict laws on employee breaks. Easy Time Clock offers a unique way to stay compliant with this law.

**Summary of Law:**

If an employee does not receive a lunch break lasting at least 30 minutes within the first five hours of working, an additional work hour must be added onto his or her time card. This work hour is not to be added into overtime or double time calculations. Employees must be given an additional 30 minute break if they work more than 10 hours in one day.

**More Details of Law:**

“In California, an employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. A second meal period of not less than thirty minutes is required if an employee works more than ten hours per day, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and employee only if the first meal period was not waived. [Labor Code Section 512](#). There is an exception for employees in the motion picture industry, however, as they may work no longer than six hours without a meal period of not less than 30 minutes, nor more than one hour. And a subsequent meal period must be called not later than six hours after the termination of the preceding meal period. [IWC Order 12-2001, Section 11\(A\)](#)”  
[http://www.dir.ca.gov/dlse/faq\\_mealperiods.htm](http://www.dir.ca.gov/dlse/faq_mealperiods.htm) 7/11/2012

There are some exceptions to this law. For full description, search “meal periods” in [www.dir.ca.gov](http://www.dir.ca.gov).

**Getting Started:**

From the Admin account, go to the **Setup** tab and **Automatic Lunch Entry**. Using these settings, your employees will receive an extra, exempt work hour on their time cards after 5 hours, unless they clock out for a lunch break.

*Optional: Set the second auto entry to deduct 30 minutes from the employees’ time cards if they work for 10 consecutive hours. This will only work if they do not clock out at all within the 10-hour period.*

Employee	If Hours Exceed Copy	Add Lunch or Work Copy	If Hours Exceed Copy	Add A Second Lunch Copy
Bathory, Elizabeth	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼
Berkowitz, David	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼
Bianchi, Kenneth	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼
Bittaker, Larry	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼
Brady, Ian	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼

For further assistance on California Breaks, contact Customer Service

405) 314-2436 • [support@easytimeclock.com](mailto:support@easytimeclock.com)