

Bi-Weekly Time Sheet

Employee Name: _____

Pay Period Ending: _____

I.D. #: _____

Site Worked	Day	Date	On Duty	Start Meal Break	End Meal Break	Off Duty	Total Hours
		1/16					
		2/17					
		3/18					
		4/19					
		5/20					
		6/21					
		7/22					
		8/23					
		9/24					
		10/25					
		11/26					
		12/27					
		13/28					
		14/29					
		15/30					
		31					

Total hours worked: _____

PAID, WORKING MEAL PERIOD AGREEMENT

Advantage Sentry And Protection, Inc. (ASAP) policy provides that employees who work a shift of at least five hours are entitled to take an unpaid meal break of at least 30 minutes. Provided, however, an "On duty" meal period is permitted under ASAP's policy when the nature of work prevents an employee from being relieved of all duty and when the employee and ASAP agree, in writing to an on-the-job, PAID meal period.

Depending upon available staffing at any given guard or patrol location, the nature of your position – ensuring security – may require you to be responsible for security services during a time when the meal break should be taken. When this occurs, you may be without back-up and unable to be relieved of all responsibility for security services during your meal. In that event, your meal period will be "on duty" and *will be paid at your regular duty rate*. This on-duty meal period will count as time worked for purposes of determining overtime premium eligibility.

I agree, when I am solely responsible for security services at a particular guard or patrol location during a meal period, and that the nature of this work prevents me from being relieved of all duty during the meal period. I agree that in these circumstances, my meal period will be PAID and will be considered to be working time. I will clearly indicate on my time card those instances when I have taken an "on-duty" meal break. I understand that I may, in writing, revoke this consent at any time.

I acknowledge that the hours listed are true and correct and that rest periods have been authorized and permitted and meal breaks have been taken.

Approved by: _____

Employee's Signature: _____

Supervisors Signature: _____