

Employee: _____ Client: _____ Week Starting: _____

Days of Week	Breaks					Total Break Hours	Total Work Hours	Interruptions & Missed/ Shortened Breaks- Explanation	Daily Client Initials
	Breakfast	Lunch	Dinner	Supper	Sleep				
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total Weekly Hours						➔			

Employee Signature

Date

Client Signature

Date

Meal Break Explanations

All unpaid meal breaks must be one hour. Depending on your client's needs, breakfast may take place between 6:30am and 11:00am, lunch between 11:00am and 2:00pm; dinner between 2:00pm and 6:30pm and supper between 6:30 and 8:00 pm You must list the length and explain all of your interruptions and, if possible, finish your break after any interruption.

You are not required to eat any meals during your unpaid breaks with the client.

If you are prevented from taking all of your unpaid meal breaks, you must note it and reasons why on the time-sheet.

Sleep Break Explanations

Unpaid sleep time (and related preparation for sleep and in the morning preparing for work) is **8 hours**

Depending on your clients needs, sleep time may begin between 8:00pm and 11:00pm and may conclude between 6:00am and 10:00am, but you must take 8 hours for your sleep time. If you are prevented from taking all of your sleep time break, you must note it and reasons on the time-sheet.

You are prohibited from skipping or shortening your sleep time break. If interrupted, if possible, complete your sleep time after the interruption.