

Employer Compliance Checklist (Meal & Rest Breaks)

Meal Breaks

- Provide a 30-minute meal break when an employee works more than 5 consecutive hours
- Ensure meal break is duty-free and uninterrupted
- If the employee must work during the break → classify as an on-duty, paid meal period
- Schedule the meal break after the first hour and before the last hour when practical
- Document meal-break policies in the employee handbook
- Train supervisors not to interrupt meal breaks

Rest Breaks

- Provide a paid 10-minute rest break every 4 hours or major fraction
- One rest break for shifts over 2–6 hours
- Two rest breaks for shifts over 6–10 hours
- Three rest breaks for shifts over 10–14 hours
- Breaks are paid time and must be duty-free
- Provide rest breaks near the middle of each work period when possible

Long Shifts

- No second meal break is required, even if a shift exceeds 10 hours
- Ensure additional rest breaks are scheduled appropriately
- Confirm timekeeping system records all breaks accurately

Documentation & Training

- Maintain written break policies
- Train managers on break requirements and obligations
- Audit timecards regularly for missed or late breaks
- Use a reliable timekeeping system to track compliance

How EZEmploy can assist:

- Ensure company break policies align with Colorado COMPS Order #38
- Review employee schedules to prevent 5th-hour meal-break violations
- Monitor CDLE updates and notify you of required policy changes
- Provide Time & Attendance software to track meal and rest breaks
- Train supervisors on proper break timing and avoiding interruptions
- Conduct periodic audits of break records to identify compliance gaps
- Supply compliant break-policy templates and employee notices
- Offer HR guidance when break issues or employee complaints arise