BUREAU OF LABOR AND INDUSTRIES
WAGE AND HOUR DIVISION

NOTICE TO EMPLOYEES REGARDING MEAL AND REST PERIODS

Meal Periods

Oregon law requires that, for work periods of at least six hours, employers provide their employees with a meal period that is at least 30 minutes of uninterrupted time in which the employee is relieved of all duties.

There are some exceptions to this requirement. One exception provides that employers that can show that providing a meal period would impose an "undue hardship" on the operation of the employer's business are not required to provide 30-minute uninterrupted meal periods.*

The employer providing this notice to you is claiming an undue hardship exception. "Undue hardship" means significant difficulty or expense when considered in relation to the size, financial resources, nature or structure of the employer's business. **Oregon law requires that the employer must still provide you with adequate time to rest, to consume a meal, and to use the restroom without deduction from your pay. The employer must always provide rest periods as described below.**

Rest periods

In addition to meal periods, employers are required to provide rest periods. An employer is required to provide an employee a paid rest period of at least ten minutes (at least 15 minutes for minor employees under the age of 18) for every segment of two to four hours worked in one work period. "Work period" means the period between the time the employee begins work and the time the employee ends work, including rest periods and paid meal periods. As the nature of the work allows, the rest period is to be taken approximately in the middle of each segment of two to four hours worked. For example, an employer must provide an adult employee whose work period is eight hours, with two ten-minute rest periods. A rest period is in addition to and taken separately from the time allowed for a meal period. Rest periods must be uninterrupted periods during which the employee is relieved of all duties.

To ask questions regarding your entitlement to meal and rest periods under the law, or to report violations of the law, contact the Bureau of Labor and Industries at the address or telephone number below:

Bureau of Labor and Industries (BOLI)
Wage and Hour Division
1800 SW 1st Avenue, Suite 500
Portland, Oregon 97201
Telephone: (971) 245-3844
Email: whd.screener@boli.oregon.gov

Signature of Employee Date	Signature of Employer Representative Date
Printed Name of Employee	Printed Name of Employer Representative

*This exception does not apply to minor employees under the age of 16.

WH-161 (Rev. 01/24)