**Payment of Wages**

M.G.L. chapter 149, section 148

Wages (payment for all hours worked, including tips, earned vacation pay, holiday pay, and definitely determined compensable time) must be paid within the following time periods:

- Employed for five or six days in a calendar week, within six days of the end of the pay period during which the wages were earned;
- Employed seven days in a calendar week, within seven days of the end of the pay period during which the wages were earned;
- An employee who has worked for a period of less than five days (also known as a casual employee), within seven days of the end of the period.

An employee who resigns his or her employment must be paid in full on the following regular payday, or in the absence of a regular payday, no later than the following Saturday. An employee involuntarily terminated from employment or laid off must be paid in full on the day of discharge.

Employees who are paid on an hourly basis must be paid weekly or bi-weekly. Employees may not make deductions from wages for contributions to charitable organizations with advance notice.

Employers must give each employee a pay statement setting forth the name of the employer, name of employee, date of check (including the day, month and year), number of hours worked during the pay period, hourly rate, and all deductions or increases made during the pay period. This statement must be provided with each payment of wages.

**Meal Breaks**

M.G.L. chapter 149, sections 100 and 101

Employees who work a period of more than six hours are entitled to a 30-minute meal break. Employees must be relieved of all duties during the meal break.

Compensation for the 30-minute meal break must be paid if the employee has voluntarily agreed to waive his or her meal break by (1) working through his or her meal break, or (2) agreeing to remain on premises during the meal break.

This law does not apply to: Retail stores, glass works, paper mills, kettles, establishments, print works, bleaching works or dyeing works. Exemptions may be granted for other continuous processes in factories, workshops or mechanical establishments, or under other special circumstances.

**Travel Time**

455 CMR 2.03(4)

Ordinary travel between home and work is not compensable working time. However, if an employee who regularly works at a fixed location is required, for the convenience of the employer, to report to a location other than his or her regular location of work, the employee shall be compensated for all travel time in excess of his or her ordinary travel time between home and work. An employee required or directed to travel from one place to another after the beginning of or before the end of the work day shall be compensated for all travel time in excess of 20 miles.

**Reporting Pay**

455 CMR 2.03(1)

When an employee who is scheduled to work three or more hours reports for duty at the time set by the employer, and that employee is not provided with the opportunity to work at least three hours at any day in no less than the basic minimum wage. This provision shall not apply to organizations granted status as charitable organizations under the Internal Revenue Code.

**Tips**

M.G.L. chapter 149, section 152A

Tip pooling in which tips are distributed to any person not a wait staff, service employee or service bartender is prohibited.

Total proceeds of a tip or service charge collected in a bill must be remitted only to wait staff employees, service employees or service bartenders in proportion to the service provided by those employees.

Under no circumstances may managers/employees or owners receive any portion of their employees’ tips.

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M.G.L. chapter 149, section 152A

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