



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Basic Policies	Number: 3090
Subject: Accommodations for Nursing Mothers in the Workplace	Issued: 2/24/2011
Applies To: Faculty and Staff	Revised:
Sources: Patient Protection and Affordable Care Act	Page(s): 1

Purpose

To provide rest breaks and private space to female employees who are nursing mothers in order to allow them to express milk for their nursing children and to comply with the Fair Labor Standards Act's Patient Protection and Affordable Care Act (PPACA) of 2010,

Policy

Female employees who are nursing mothers shall be entitled to reasonable break periods during normal business hours to express breast milk for one (1) year after the child's birth.

Each female employee who is a nursing mother shall have access to a suitable, private location, other than a bathroom, located in close proximity to her work area in which to take a break period under this policy. The location shall be shielded from view and free from intrusion from coworkers and the public. If an employee does not have access to a secure space within your building, please contact the Chief Human Resources Officer or the Associate Director of Human Resources. Human Resources will assist the nursing mother find a safe, secure location on campus.

A female employee shall determine for herself how long and how frequent reasonable break periods should be. Generally, a maximum of thirty minutes three times a day should be sufficient. However, depending upon where the pumping space is located, some time may be needed to travel from and to the work space.

When an employee makes an initial request for an accommodation under this policy, it shall be the employee's responsibility to engage in a dialogue with her supervisor about the duration and frequency of leave required. A request for an accommodation under this policy will be treated as a request for a flexible work schedule.