Nursing Mother's Policy

Policy Number	300.45.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	7/10/2024	**Review Date**	Nov. 2020
References: HR Handbook, Fair Labor Standards Act (FLSA)			

1. **Purpose**

   To provide reasonable break time for an employee to express breast milk and a private place for a woman to pump breast milk or to breastfeed a child.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. To ensure that students, faculty and staff are provided time and space to pump and breastfeed while on campus.

4. **Definitions**

   4.1. N/A

5. **Procedures**

   5.1. Employees who wish to express milk during the work period keep supervisors informed of their needs.

   5.2. Employees are not required to perform work duties while they breastfeed or express milk.

   5.3. Employees may bring children to the college, if allowable, to be breastfed or an employee may express milk during work hours using their normal breaks.

   5.4. For time needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

   5.5. A private room is available for employees to breastfeed or express milk. The room will be private, sanitary and have an electrical outlet.

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping; New Format; Custodian Change
11/17/2020	1.	Original