

## **NURSING MOTHERS BREAK TIME TO EXPRESS MILK**

College employees are to be provided with reasonable unpaid break time and/or paid break time or meal time to express breast milk for a nursing child, for up to three years after the birth of a child. Employees are required to provide advanced notice of the intent to use break time to express breast milk. Supervisors should exercise precautions to ensure that employees electing to express breast milk in the workplace, under this policy, are not discriminated against or being placed in a hostile work environment.

The following guidelines set forth the basic parameters under this policy:

Reasonable Unpaid Break Time – At least once every three hours nursing mothers shall be permitted unpaid break time of no less than 20 minutes to express breast milk or 30 minutes if not in close proximity to an area designated for the expressing of breast milk. Supervisors may require employees to postpone (for no more than thirty minutes) the break period when the employee is permitted to express breast milk until appropriate coverage is available.

Reasonable Efforts, Privacy and Close Proximity - Supervisors must make reasonable efforts to provide a private area or room, other than a restroom, for breastfeeding employees to express milk – unless it is significantly impracticable, inconvenient or expensive to do so. Further, the area or room provided for the expressing of breast milk must be in close proximity to the employee's work area.

Additional information for a breastfeeding employee is available via our medical insurance providers. No employee will be subject to discrimination for exercising her rights under this policy. Employees who believe they have been subject to discrimination should report the discrimination immediately in accordance with the procedure set forth in the College's Policy Against Unlawful Discrimination, Harassment, Bias Activity and Retaliation.