



Policy Regarding Reasonable Break Time for Nursing Mothers

In keeping with the Fair Labor Standards Act, all female faculty, staff and student-employees who breastfeed their child (collectively referred to herein as “nursing mothers”) will be provided reasonable break times to express milk throughout the day, each time they need to express milk, for as long as the employee has a need to express milk. The University will also provide appropriate private areas, other than bathrooms, for this purpose. The area provided, if not dedicated to the nursing mother’s use, will be made available when needed by the employee. The area provided will be shielded from view, and free from any intrusion from co-workers and the public.

Nursing mothers who need to express milk during the working day, should contact their supervisor, department administrator and/or Human Resources. Working with the nursing mother, the supervisor or departmental administrator is required to provide reasonable break times and to identify an appropriate location. If possible, break times may be taken during regularly scheduled meal and rest breaks.

Nursing mothers must be paid for short breaks (20 minutes or less) otherwise given to employees. If the nursing mother is a non-exempt (hourly) employee and her breaks exceeds 20 minutes, her supervisor should make a good faith effort to permit the nursing mother to make up time. If no reasonable opportunity exists for a non-exempt nursing mother to make up time, a break time in excess of 20 minutes will not be paid. Nursing mothers who are exempt under the FLSA will not have pay docked for taking a break to express milk.

Questions regarding this policy may be addressed to the appropriate divisional Human Resources office.

Effective: December 29, 2011