

# MCHCP Policy

POLICY TITLE: <b>2.130 – Break Time for Nursing Mothers</b>	AUTHORIZED BY: <b>Richard H. Bowles, Executive Director</b> 
ISSUED: <b>August 6, 2010</b>	REVISED: <b>Original Issue</b>

## **Section I – Introduction and Purpose**

The purpose of this policy is to ensure that MCHCP employees who are nursing mothers have a reasonable break time and private place while at work, other than a restroom or work area, to express breast milk for a nursing child.

This policy is adopted in compliance with the Fair Labor Standards Act (FLSA) Sec. 7(r)(1)(A), as added by the Patient Protection and Affordable Care Act (PPACA).

## **Section II – Applicability**

For purposes of this policy, the term **nursing mother** means any MCHCP employee who has given birth within the last year and is breastfeeding her newborn child.

## **Section III – Policy**

- A) MCHCP will designate a private area with a door to be used for nursing mothers to express milk. The area will be designated by the Chief Operations Officer or designee with approval from the Executive Director. The area may be used for other purposes only when it is not needed by nursing mothers, in which case priority shall be given to nursing mothers.
- B) Nursing mothers who need to express milk during the working day, may use any single or combination of the following for this purpose:
  - 1) Lunch break;
  - 2) 15-minute morning or afternoon break;
  - 3) Accrued annual leave; or
  - 4) Accrued comp time.
- C) If no accrued annual leave or comp time is available, nursing mothers may also use a reasonable amount of unpaid leave only for the purpose of expressing milk during the work day while at work.
- D) In all cases, nursing mothers should work with their immediate supervisors to determine how best to accommodate their need to express milk with the needs of the job. Paid and unpaid leave requests should be submitted to the supervisor in accordance with regular procedures for requesting leave.

E) Supervisors should exercise as much flexibility as possible in approving leave requests made under this policy and, if deemed appropriate by the supervisor based upon the work assignments of the nursing mother, may consider flexible working arrangements for this purpose only.