

Policy Number: 02.028

Policy Title: Lactation Breaks

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Lactation Breaks

The College will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, may run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The College will make reasonable efforts to provide employees with the use of a room or location other than a bathroom for the employee to express milk in private. This location may be the employee's private office, if applicable. Please consult the Office of Human Resources if you have questions regarding this policy.

Please advise management if you need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.