Area: Human Resources

Policy Name: Break Time for Nursing Mothers

Policy Statement: Salina Area Technical College supports work-life balance for our employees and strives to assist our employees who return to work after maternity leave. The College provides a supportive environment to enable breastfeeding employees to express their milk during working hours.

Procedures: Reasonable Break Time
Employees will be provided an unpaid reasonable break time to breastfeed or express breast milk for their nursing children for the first year of the child's life. These break periods will be given each time the employee has need to breastfeed or express breast milk. “Reasonable” time for milk expression is generally defined as a 30-minute rest period to express milk during each four-hour work period, or the major part of a four-hour period, to be taken by the employee approximately in the middle of the work period. If possible, the break time is to run concurrently with any break time already provided. The employee and her immediate supervisor will agree on the times for these breaks.

Employees may use vacation, sick leave or make up the time as per agreement with their supervisor.

Break Area
Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. Employees may use their private office area for breastfeeding or milk expression, if they prefer.

The break area will:
- Ensure privacy by having a door with a functional lock or, a sign advising that the room is in use and inaccessible to other employees or the public, windows will be covered with a curtain, blind, or other covering
- Have an electrical outlet and nearby access to clean water
- Contain at a minimum a chair, small table, counter or other flat surface

It is the responsibility of the employee to maintain the designated area by wiping surfaces with microbial wipes so the area is clean for the next user.

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.
Any act found to be intentional that invades a nursing mother’s privacy will be subject to disciplinary action.

Contact: Human Resources

Related Form(s): 

Adopted: March 23, 2015

Updated: