

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Break Time for Nursing Mothers
FPU Policy Number: FPU-6.0131P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: November 10, 2016
Date Revised:
Responsible Division/Department: Human Resources
Initiating Authority: Mark Mroczkowski, VP and CFO

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all University faculty and staff members whether exempt, non-exempt or OPS.

B. POLICY STATEMENT:

Florida Polytechnic University encourages and supports a family-friendly work environment. Accordingly, in accordance with Section 7 of the Fair Labor Standards Act of 1938 (FLSA) (29 U.S.C. 207), the University provides nursing mothers with

1. a reasonable break time for the purpose of expressing breast milk for her nursing child for a minimum of 1 (one) year after the child's birth each time the employee has need to express milk and
2. a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public where the nursing mother may express breast milk.

C. PROCEDURES:

1. Employee:

A nursing mother who wishes to express breast milk during their duty hours must give prior notice to their supervisor before she begins initially taking the allowed breaks. The nursing mother must also give notice to her supervisor when there is no longer a need for the breaks to express milk.

2. Supervisors:

The frequency of breaks and the length of breaks to express milk will vary for each nursing mother. Accordingly, supervisors are encouraged to be flexible in providing nursing mothers with reasonable breaks to express milk and to provide reasonable accommodations to support nursing mothers' needs.

3. University:

Pursuant to the FLSA, breaks taken by nursing mothers do not have to be compensated. However, if a nursing mother uses the compensated breaks as outlined in the University Employee Handbook under "Work Break Periods" to express milk, then the nursing mother will be compensated as all other University employees are compensated for those breaks.

The University offers designated space for nursing mothers. Nursing mothers should consult the Human Resource section of the University intranet to obtain current room locations.

Each nursing mother's room is equipped with a place to sit, a flat surface (other than the floor) for supplies, and an outlet. Some nursing mother's rooms may contain a refrigerator for milk storage. The University is not responsible for any breast milk that may be stored in a University provided refrigerator or for breast milk stored in any other refrigerators on University property.

POLICY APPROVAL	
Policy No.: FPU-6.0131P	
 Initiating Authority	<u>11/10/16</u> Date
 Policies & Procedures Review Committee Chair	<u>11-10-16</u> Date
 President/Designee	<u>11-10-16</u> Date
Approved by FPU BOT, if required	_____ Date