Policy and Procedures Manual
Application: All Personnel
Section A3.4 Work Breaks and Accommodations for Working Mothers

A 3.4 WORK BREAKS

A brief paid break from work is extended to employees as a privilege and not a right. Breaks should be arranged with the supervisor or department supervisor. A work break should be no more than 15 minutes twice a day. Break time cannot be accumulated, added to lunch period, or otherwise used to shorten the workday or workweek.

A 3.4.1 Accommodations for Working Mothers

East Central University will provide a reasonable place for nursing mothers to express breast milk in accordance with applicable law. The University will provide a reasonable break time and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. A secure and private room will be accessible for nursing mothers for each time she needs to express breast milk for up to one year after the child's birth. The employee will request and arrange, with her supervisor, appropriate and reasonable break times or flexible scheduling for nursing or expressing breast milk.

All employees, supervisors, and administrators will assist in providing a positive atmosphere of support for nursing employees.