

<b>Section:</b>	IX.3.5	
<b>Title:</b>	Accommodations of Nursing Mothers in the Workplace	
<b>Effective Date:</b>	March 9, 2017	
<b>Approved By:</b>	Vice President for Human Resources	
<b>Responsible Unit:</b>	Office of Human Resources (609) 771-2282; hr@tcnj.edu	
<b>Related Documents</b>	N/A	
<b>History</b>		
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2.0	March 9, 2017	Revised
1.0	February, 2011	New Policy; Initial Release

## **I. INTRODUCTION**

This policy defines the guidelines regarding accommodations for nursing mothers at The College of New Jersey. The policy applies to all College full-time and part-time faculty members and staff.

## **II. DEFINITIONS**

N/A

## **III. POLICY**

- A. Female employees who are nursing mothers shall be entitled to reasonable break periods during normal business hours to express breast milk.
- B. Each female employee who is a nursing mother shall have access to a suitable, private location, other than a bathroom, located in close proximity to her work area in which to take a break period under this policy. The location shall be shielded from view and free from intrusion from coworkers and the public. The employee shall contact the Office of Human Resources at least 3 weeks prior to returning to work from leave so that arrangements may be made to secure a suitable space.

- C. A female employee shall determine for herself how long and how frequent reasonable break periods should be. Generally, a maximum of thirty minutes three times a day should be sufficient. However, depending upon where the pumping space is located, some time may be needed to travel from and to the work space.
- D. When an employee makes an initial request for an accommodation under this policy, it shall be the employee's responsibility to engage in a dialogue with Human Resources about the duration and frequency of leave required. Human Resources will be in contact with the employee's supervisor to make arrangements for the accommodation.
- E. A request for an accommodation under this policy will be treated as a request for a flexible work schedule. An employee shall be entitled either to request reasonable unpaid break time or to use paid break or meal times for this purpose. Leave time granted under this policy may be made up at the beginning or end of the day on which leave is taken.
- F. The entitlement to reasonable break periods shall last until a nursing child reaches the age of twenty-four months.