

# ***Nursing Mother Break Time***

Effective: February 2016

Boston Public Health Commission Policy Number: 131

## **I. PURPOSE**

The Fair Labor Standards Act (FLSA) and the Patient Protection and Affordable Care Act (PPACA) established the requirement for the Boston Public Health Commission (BPHC) to provide reasonable break periods and an environment that is conducive for nursing mothers to express breast milk for a nursing child up to one year after the birth of the child.

## **II. POLICY**

The Boston Public Health Commission supports breastfeeding mothers. All women who are nursing mothers, and who need to express breast milk during work hours will be provided reasonable break time and a private location to express the milk.

## **III. PROCEDURE**

- A. All women who breastfeed their child, and who need to express milk during the workday, will work with their supervisor and Human Resources to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job.
- B. Notice of the need to express milk will be given to their supervisor and Human Resources no later than four (4) weeks prior to the return to work.
- C. Nursing mothers may use their break and lunch times to express milk. Prior to the return to work, HR, the supervisor and the staff person will establish a break schedule to be used while the mother is nursing, which will accommodate the needs of the mother.
- D. The BPHC has designated a room at all work sites listed below for this purpose.
  1. 1010 Massachusetts Avenue
  2. Northampton Square
  3. Finland Building
  4. Long Island Campus
  5. Woods Mullen
  6. Entre Familia
- E. Each room will be conspicuously label as a “Nursing Mothers’ Room” and contain at least the following:
  1. Lockable door;
  2. Shades for any window;
  3. Chair;

4. Table;
  5. Small refrigerator;
  6. Lockable storage cabinet;
  7. Self Adhesive Labels and Markers;
  8. Dish Detergent;
  9. Telephone and extensions to call in case of an emergency;
  10. Occupied sign to hang on the door;
  11. Hand sanitizer; and,
  12. Paper towels.
- F. Any breast milk stored in Commission refrigerators must be labeled with the name of the employee and the date of expressing the breast milk. Any non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, improper refrigeration and tampering. An employee may use her own cooler to store expressed milk.
- G. The Nursing Mothers Room will be primarily used by nursing mothers, however, when not in use, it may be used for other purposes (kitchen, counseling or small conference room). Nursing mothers have first priority for use of the room. Nursing mothers who wish to use the designated rooms must reserve the room by contacting the appropriate program administrator or following the procedure established by the sponsoring program for the designated room. Mothers must inform the appropriate program administrator of any changes or cancelations of their use so that the room may be freed up for other's use.
- G. Additional rules and reservation procedures for the use of each room will be posted in the room.