

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Nursing Mothers	NUMBER: 03-36
AUTHORITY: Florida Statute: 1001.64, 1001.65 Fair Labor Standards Act of 1938, amended 2010 (29 U.S.C 207) Patient Protection and Affordable Care Act of 2010	SEE ALSO:
DATE ADOPTED: 8/15/16	

As required by Federal law, the College shall take steps necessary to support employees who intend to express milk for their infant on the College’s premises by providing break time, up to two (2) 15 minute paid breaks per eight (8) hour workday for as long as the employee has a need to express milk, but not lasting more than one (1) year following the birth of the infant.

Prior to returning to work from maternity leave, it shall be the employee’s responsibility to provide reasonable notice to her supervisor of her intent to express milk during work hours and record associated time and/or leave appropriately. It shall be the responsibility of the supervisor to make the accommodation and approve the employee’s time and/or leave.

Nursing mothers, regardless of their exempt or non-exempt category, are permitted to express milk in their office or work area as long as the location (other than a bathroom) is shielded from view and free from intrusion from other employees and the public. If the nursing mother’s office or work area does not offer the above described privacy, then either the employee or the supervisor should contact the College’s Equity Officer to discuss a reasonable alternative room or location in close proximity to the nursing mother’s office or work area where the mother can express milk.

If possible, break times may be taken during regularly scheduled meal and rest breaks. In the event that more frequent breaks are needed or the length of time for the break should be extended, the additional time may be reported as unpaid leave, annual leave, compensatory leave, or flex time due to an altered schedule with approval from the supervisor. Employees are responsible for maintaining their appointed hours for the workweek.