

## **GreenWood Charter School**

**Policy Number:**

**Policy Section:**

**POLICY TITLE: Accommodations for Nursing Mothers**

### **Revision History**

<b>Effective Date</b>	<b>Action Date</b>	<b>Revised</b>

### **Board Policy Sections:**

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff policies 400 series
- Business and Operations policies 500 series
- Community 600 series

**PURPOSE**

The Fair Labor Standards Act (FLSA) is a federal statute that regulates employment wage/hour and employee conditions issues. The federal law and recent state law revisions (see HB 242, Utah Code § 34-49-101 et. Seq.) require GreenWood Charter School to provide reasonable break time and private space for employees who are nursing mothers to nurse and express milk for the school employees' own nursing children for at least one year after the employee's child birth. This policy provides direction for compliance with the law and prohibits discrimination and harassment against qualifying employees.

**Provisions**

1. School administrator and department directors/supervisors are responsible for providing accommodations to employees requesting breaks under this policy and ensuring compliance.
2. If possible, administrators or supervisors will provide this information about workplace accommodations to employees prior to maternity leave.
3. Employees desiring accommodations provided by FLSA, state law and this policy shall request the accommodation in writing to the school Director. Employees shall notify the GreenWood Charter School Director at least 6 weeks in advance so that GreenWood may prepare for necessary accommodations. GreenWood will make its best efforts to provide adequate accommodations with less notice.
4. School administrators and department directors/supervisors shall work with employees to consider accommodations that meet employee's needs while minimizing disruption to the school or work environment. To the extent possible, consistent break schedules will be arranged.

**Break Times**

A nursing mother employee may take reasonable breaks each day to nurse or express milk for a nursing child. Although paid breaks are not required by the FLSA or state law, GreenWood will make reasonable accommodations without adjusting employee's pay. Employee breaks under this policy must be as short as practicable, and if possible, should run concurrently with any break time already provided to the employee.

**Space**

Breaks are contemplated on the work premises only, and will not be allowed off premises unless such an arrangement causes fewer disruptions, in the school's judgement, to the employee's work day. If a request is made, administrators or department director/supervisors shall identify a private functional room or space that is not a bathroom where an employee may nurse or express milk for a nursing child. The private space should be reasonably proximate to the employee's work area, include an electrical outlet for the use of an electric breast pump, be shielded from view, and be free from any intrusion from co-workers and the public.