

		<b>Policy Section:</b>	Institutional Support
<b>Policy Number:</b>	5521-17	<b>Policy Title:</b>	Accommodation for Nursing Mothers
<b>Original Effective Date:</b>	9/27/10	<b>Department:</b>	Human Resources
<b>Date Last Revised:</b>	New		

**Purpose:**

The purpose of this policy is to comply with an amendment to the federal Fair Labor Standards Act, made by the Patient Protection and Affordable Care Act which took effect on March 23, 2010. This amendment requires employers to make accommodations for nursing mothers.

**Policy:**

The University will provide time away from work and a clean, private, and convenient location for female employees who are nursing to breastfeed or express milk. Upon request for accommodation, Human Resources will advise a nursing employee and her supervisors of the rights and responsibilities with regard to these provisions. While infants may be brought to the workplace for the purpose of breastfeeding, employees may not keep their children with them at work. Nursing mothers shall insure that caretakers adhere to the nursing schedule arranged by the employee.

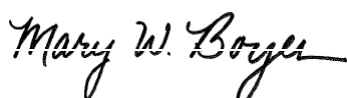
**Procedure:**

1.0 Request for Accommodation

- 1.1 Nursing mothers shall notify their supervisor and the Department of Human Resources of a request for accommodation to nurse or express milk. Such request should include the nursing schedule, which may be updated from time to time as needed.
- 1.2 When the request is made by a Langhorne Campus employee, Human Resources will notify the University nurse of the requesting employee and her nursing schedule. The University nurse will coordinate the availability of private space in the Nurse's suite for the employee to use.
  - 1.2.1 When the Nurse's suite is not an available option because of the employee's schedule or job duties, arrangements will be made for the employee to have access to another location. These arrangements will be coordinated by Human Resources.
- 1.3 When the request is made by a non-Langhorne-based employee, Human Resources will discuss accommodation options with the employee and her supervisor, and facilitate an arrangement acceptable to all parties.

2.0 Effect on Work Time

- 2.1 Non-exempt employees will not be paid for time spent nursing or expressing milk. The employee may take the time unpaid or work with her supervisor to arrange for an alternate work schedule.
- 2.2 Exempt employees will be paid for time spent nursing or expressing milk. It is expected that the employee will complete the duties of her position despite taking time off for nursing.



September 27, 2010

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President Cabinet Representative

Date