

POLICY GOVERNING THE RIGHTS OF NURSING MOTHERS

Female employees who are returning to work following the birth of a child are presently provided by law the right to take reasonable unpaid break time or use paid break time each day for the purpose of expressing breast milk. The Village recognizes the importance of this right and has implemented this policy to comply with the law and to inform eligible employees of their rights and obligations under the statute.

Any employee who is nursing is eligible for up to three (3) years following the birth of a child.

Eligible employees wishing to express milk in the workplace must provide the Village with advance notice so that proper arrangements may be made. Such notice is expected to be provided prior to the employee's return to work following the birth of the child.

Employees wishing to express milk in the workplace must contact the Village Manager to discuss appropriate arrangements including but not limited to location, and work scheduling. The Village Manager and the employee's Supervisor or Department Head will work with the employee to help ensure that all appropriate needs are met while at the same time ensuring that disruption to the Village's operations will be kept to a minimum. The Village will make a reasonable effort to provide a private room or other location within a close proximity of the employee's workstation for the purpose of expression of breast milk.

Employees shall be provided sufficient unpaid break time to allow the employee to express milk. Generally, these breaks shall be twenty (20) to thirty (30) minutes in duration. If an employee believes she has not been provided sufficient time, she should immediately inform her Supervisor or Department Head, or the Village Manager. An employee is also permitted to use her normal meal period and/or her scheduled paid break period to express milk. Under certain circumstances an employee may be permitted to work before or after her normal shift to make up the amount of time used during the unpaid break time(s). Please contact the Village Manager for additional information.

An employee may be required to postpone a scheduled break to express milk for a reasonable period of up to thirty (30) minutes if she cannot be spared from her duties until appropriate coverage arrives.

The Village will not discriminate in any way against an employee who chooses to express breast milk in the workplace. The Village also strictly prohibits any form of discrimination or harassment against employees requesting or obtaining leave for expression of breast milk. Any person who believes she has been the victim of such discrimination or harassment must immediately report the incident to her Supervisor or Department Head, or to the Village Manager.