



GUIDELINES FOR BREAK TIME FOR NURSING MOTHERS

(Patient Protection and Affordable Care Act)

In compliance with federal law which requires the provision of unpaid, reasonable break time for non-exempt employee, including Classified or Non-exempt Professional Staff, to express breast milk, the College of Southern Nevada subscribes to the following guidelines:

An employee/student who intends to express breast milk during the work day must submit her notice to Kathy Eghoian, Coordinator – Benefits, Department of Human Resources, in writing, 2 -3 weeks before returning to work. A notice letter form can be obtained by contacting Ms. Eghoian at (702) 651-7457 or kathryn.eghoian@csn.edu.

1. If a nursing mother takes a break to express milk in conjunction with her 15 minute break period authorized by NAC 284.524, up to 15 minutes of additional release time will be provided to her. Providing release time for this purpose will preserve the privacy of the employee who requires time to express milk and reduce timesheet recording and approval requirements. If it is not feasible for the employee to utilize existing break and meal periods, the employee may take unpaid break times to express milk.
2. If a nursing mother takes an unpaid break to express milk, the Agency may allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break. Please be sure to utilize a work day agreement.
3. An employee/student lactation room is provided as a private and sanitary place for a breastfeeding employee/student to express milk during work/class hours. This room provides an electrical outlet, comfortable chair, and nearby access to running water. An employee/student may use her private office area for milk expression if she prefers.
4. An employee/student may use her own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees/students are expected to appropriately maintain the refrigerator.
5. Management and staff are expected to provide an atmosphere of support for breastfeeding employees/students.