THIS POLICY IS LEGALLY ESSENTIAL

SAMPLE NURSING MOTHER POLICY

ABC Company supports the rights of nursing mothers who are returning to work following the birth of a child. ABC Company is also committed to protecting employees who choose to express milk in the workplace from any form of illegal discrimination. ABC Company will provide reasonable unpaid break time or permit an employee to use existing paid break time or meal time each day to allow an employee to express milk for her nursing child. An eligible employee may take break time to express milk for up to three years following childbirth. The Company will make reasonable efforts to provide a room or other location where an employee can express milk in privacy.

An employee wishing to express milk in the workplace should give advance notice to Human Resources to allow the Company an opportunity to identify a location where the employee can express milk in privacy and establish a break schedule among multiple employees if necessary. Whenever possible, employees should give notice to Human Resources of their need for such a break before returning to work after the birth of a child.

The employee should engage in a dialogue with Human Resources and her supervisor when requesting and scheduling break time. Whenever possible, employees should schedule break time so as not to unduly disrupt ABC Company’s operations.