St BONAVENTURE
UNIVERSITY

Rights of Nursing Mothers
Administered By: Human Resources
Approved By: _____ Dr. Jeff Gingerich, President
Policy Effective Date: March 6, 2024

Policy Number: HR-2024-010	**New Policy__X__ or Revision of Existing Policy___** **Name of Previous Policy:**

St. Bonaventure will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. Lactation breaks will be provided for up to three years following the child's birth.

Generally, these breaks shall be twenty to thirty minutes in duration, once every three hours. An employee may require a different break schedule and, if so, she should notify her supervisor who will work with her to accommodate her needs. The employee may be required to postpone her scheduled unpaid break time for no more than 30 minutes if she cannot be spared from her duties until appropriate coverage arrives.

The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law.

St. Bonaventure will also make a reasonable effort to provide the employee with the use of a room or other location near the employee's work area, for the employee to express milk in private.

Please notify your supervisor to request time to express breast milk under this policy.

St. Bonaventure reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations and/or causes an undue hardship. Reasonable alternatives will be discussed with the employee in an effort to accommodate the employee's needs. No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation.