

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> John Yurgens	<b>DATE SUBMITTED:</b> 05/11/11	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 05/11/11	<b>DATE REVISED:</b> 11/18/15, 9/8/2023	<b>SUBJECT:</b> Break Time for Nursing	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 01/24/18, 11/21/18, 12/16/20., 12/16/2022, 9/8/2023		<b>POLICY #:</b> ED-002	<b>PAGE #:</b> 1 of 1

**I. APPLICATION**

The provisions stated herein shall apply to employees of Blue Water Developmental Housing Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. The organization will provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.

A bathroom, even if private, is not a permissible location under Fair Labor Standards Act (FLSA). The location must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother's use, it must be available when needed in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from co-workers and the public.

Employers are not required under the FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, where employers already provide compensated breaks, an employee who uses that break time to express milk must be compensated in the same way that other employees are compensated for break time

**III. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Employee

1. Upon return to work after the birth of a child makes a request to the program supervisor for reasonable breaks to express breast milk, while on duty.

Program Supervisor

2. Identifies an appropriate area for the employee to use which meets the criteria established by this policy.