

## **General Personnel**

### **Administrative Procedure – Workplace Accommodations for Nursing Mothers**

The School District accommodates mothers who choose to continue breastfeeding after returning to work. An employee who is a nursing mother may take reasonable unpaid breaks each day to express breast milk or breastfeed her infant. The employee's supervisor shall help the employee arrange a break schedule accommodating the nursing mother while minimizing disruption. The break time must, if possible, run concurrently with any break time already provided to the employee.

Each School Principal or administrator in another District building shall identify a private room or space where, if a request is made, an employee may express milk or breastfeed her infant. The private room must: (1) be in close proximity to the work area and be other than a bathroom, and (2) be free from intrusion from coworkers and the public, and (3) include an electrical outlet for the use of an electric breast pump.

Supervisors should consider ways to accommodate an employee's needs with minimal disruption of the school environment. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.

LEGAL REF.:           Right to Breastfeed Act, 740 ILCS 137/1 et seq.  
                              Nursing Mothers in the Workplace Act, 820 ILCS 260/1 et seq.

CROSS REF.:           5:200 (Terms and Conditions of Employment and Dismissal), 5:300 (Schedules and Employment Year)

Approved:            January 15, 2009

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