

## Title: Mother Friendly Workplace

### Control Information

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Owner/Curator	Melissa Harris
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### Revision History

Revision	Date	Revision Description	Originator
A	10/09/2014	Initial Release	Melissa Harris

## 1.1. Objective:

The objective of this policy is the following:

- 1.1.1. To ensure that all mothers employed by M CCS have the option and ability to provide for their children by breastfeeding or expressing milk in the workplace.
- 1.1.2. To ensure that all mothers who wish to breastfeed or express milk have access to reasonable facility accommodations.

## 1.2. Required Workplace Accommodations

- 1.2.1. The Executive Director shall make a reasonable effort to provide an easily accessible room, other than a restroom, where an employee can:
  - a) Breastfeed a child brought in during a lunch or other break period.
  - b) Pump breast milk to be stored for later use.
- 1.2.2. The room shall include:
  - a) Electrical outlets for electric pumps;
  - b) Sanitation facilities including a sink close by for hand washing and the rinsing of containers; and
  - c) A door that can be locked and/or a sign posting the room as “private during use”.
- 1.2.3. A reasonable effort will be made to provide a flexible work schedule in consideration of the time and effort required of an employee to breastfeed or express milk for her child.
- 1.2.4. Unless otherwise agreed upon by the school and the employee, the school shall provide a 30-minute unpaid rest period to breastfeed or express milk during each four-hour work period.
- 1.2.5. If feasible, the employee will take the rest periods at the same time as break or meal periods that are otherwise provided to the employee.

## 1.3. Notification of Employer

- 1.3.1. The employee must provide written or verbal notice to the Executive Director that she intends to breastfeed or express breast milk at work.
- 1.3.2. Notice must be given at least 10 days prior to the employee's return to work.

## Notification of Intent to Breast-feed/Express Milk at Work

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Date of return to work \_\_\_\_\_

Check all that apply:

- I plan to continue breastfeeding my baby when I return to work and will need the necessary accommodations for breastfeeding my child at work.
- I plan to continue breastfeeding my baby when I return to work and will need the necessary accommodations to pump breast milk during the workday.

This letter fulfills my responsibility to provide Muddy Creek Charter School with advance notice of my intention to breast-feed when I return to work, so that suitable arrangements can be made regarding a pumping and/or breastfeeding location, as well as any work schedule modifications. I have read PolicyHR00049 "Mother Friendly Workplace" and understand my rights and responsibilities.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_