

**Mississippi State University  
Human Resources Management  
BREAK TIME FOR NURSING MOTHERS**

**PURPOSE**

To define the policy, procedures, and processes related to the provision of break time for nursing mothers as required by the Patient Protection and Affordable Care Act (PPACA).

**POLICY**

In compliance with the Patient Protection and Affordable Care Act (PPACA), which took effect when the PPACA was signed into law on March 23, 2010, Mississippi State University provides reasonable break time for faculty and staff employees to express breast milk as well as provide an appropriate location to express breast milk.

**PROCEDURE**

1. Breastfeeding employees shall be allowed a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The time allowed will not exceed the normal time allowed for lunch and breaks. If additional time is needed (above and beyond normal breaks/meal time), the supervisor and the employee will agree upon a plan which might include the employee using personal leave, coming to work earlier, or leaving later as supervision allows. As the University provides compensated breaks, an employee who uses the break time to express milk will continue to be compensated during the break time. The lunch period is not compensated.
2. A private space (not a bathroom, restroom, or locker room) will be available for an employee to breastfeed her child or to express milk using a breast pump. The space may be used for other purposes, but will be available for the nursing mothers' use as needed and will include signage indicating the room is in use. The identified space must be shielded from view and free from any intrusions from co-workers and the public. Each designated space includes a table, a chair, and an electrical outlet. A list of designated lactation support rooms is available at: [www.hrm.msstate.edu](http://www.hrm.msstate.edu).
3. Employees may temporarily store their breast milk on the premises. A refrigerator that is normally available for employees' use will be also safe storage of breast milk. Refrigerators used in laboratories for business purposes are excluded. The nursing mother will provide her own containers. Milk stored in the refrigerator will be clearly labeled with name and date. If a refrigerator is not available, mothers may bring in a small ice chest for storing breast milk.

**REVIEW**

This policy and procedure will be reviewed by the Director of Human Resources Management at least every four years.

Recommended by:

/s/ J. A. Spencer

03-28-2011

Director, Human Resources Management

Date

/s/ Jerome A. Gilbert

03-29-2011

Provost and Executive Vice President

Date

Reviewed by:

/s/ Lesia Bryant

04-06-11

Director of Internal Audit

Date

/s/ Joan L. Lucas

04-12-11

General Counsel

Date

Approved by:

/s/ Mark Keenum

4-29-11

President

Date

**THIS POLICY HAS BEEN SUPERSEDED**