

August 13, 2012

**ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED TWENTY-THREE**  
**ACCOMMODATIONS FOR NURSING MOTHERS**

A. Purpose

The Fair Labor Standards Act (FLSA) is a federal statute that regulates wage and hour issues, and it requires Granite School District to provide reasonable break time and space for employees who are nursing mothers to express milk for the employee's own nursing child for up to one year after the child's birth. This policy provides guidance for compliance with the law and prohibits discrimination and harassment against qualifying employees.

B. Guidelines

1. School administrators and department directors/supervisors are responsible for providing accommodations to non-exempt employees requesting breaks under this policy and ensuring compliance.
2. If possible, administrators or supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.
3. Employees desiring accommodations provided by FLSA and this policy shall request the accommodation in writing to their administrator or supervisor (*See* attached form). If possible, the employee shall make notification prior to returning to work from maternity leave to allow time for making arrangements.
4. School administrators and department directors/supervisors shall work with employees to consider accommodations that meet employees' needs while minimizing disruption to the school or work environment. To the extent possible, consistent break schedules shall be arranged.

C. Break Times

A nursing mother employee may take reasonable breaks each day to express milk for a nursing child. Although paid breaks are not required by the FLSA, the District will make reasonable accommodations without impact to employees' pay. Break times must be as short as practicable and, if possible, run concurrently with any break time already provided to the employee.

D. Space

Breaks are contemplated on the work premises only, and will not be allowed off premises unless such an arrangement causes fewer disruptions to the work day. If a request is made, administrators or department director/supervisors shall identify a private functional room or space that is not a bathroom where an employee may nurse or express milk for a nursing child. The private space should be relatively close in proximity to the work area, include an electrical outlet for the use of an electric breast pump, be shielded from view, and be free from any intrusion from co-workers and the public.

/s/

Dr. Martin W. Bates  
Superintendent



**Granite School District**  
**Nursing Mother Accommodation Request Form**

Granite School District is committed to providing reasonable break time for non-exempt employees who are nursing mothers allowing them to express milk for the employee’s own child for up to one year following the child’s birth.

Please submit this completed form to your supervisor. All information contained on this form is confidential to the extent permitted by law.

Employee Name				Employee I.D.
Street/Mailing Address		City	State	Zip
				Home Phone Number (     )
Work Location		Immediate Supervisor’s Name		
Begin Date:		End Date:		Child’s Birth Date:
Describe the type of accommodation being requested (e.g., approximate time and number of breaks).				

Granite School District prohibits discrimination and/or harassment of employees who exercise rights under federal or state law and under district policy.

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Immediate Supervisor Signature

\_\_\_\_\_  
 Date