

DEPAUL UNIVERSITY



Nursing Mothers in the Workplace Act

Category: Human Resources

Responsible Department: Human Resources

Responsible Officer: Vice President of Human Resources

Effective Date: 9/6/2016

Policy Summary

The policy provides standards for nursing mothers requesting time and space in accordance with the Illinois Nursing Mothers in the Workplace Act (NMWA). Additionally, it outlines the responsibilities of academic and administrative officers, or their designees, for responding to such requests.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy applies to the entire university community who either, 1) may be a nursing mother that needs to request time and space for lactation support, or 2) an academic or administrative officer, executive, or their designee, that may need to provide the time and space for a nursing mother.

Policy

It is DePaul University's policy to provide nursing women with reasonable time each day to express breast milk and to make a private room available for this purpose. A bathroom stall is not an acceptable private location.

DePaul University will make reasonable efforts to provide the appropriate time and space or its faculty, staff and student employees with a need to utilize this benefit. Each academic and administrative officer's unit is responsible for providing the necessary space for any request made within their area. Academic and administrative officers, or their designee, may identify a space in advance to support nursing mothers. An officer, or their designee, identifies appropriate space, and coordinates and manages the request process within their area.

Procedures

Request:

- The employee should request time and space from her manager.

- The request, whether verbal or in writing, should be handled promptly, preferably within 72 hours.
- The request should be made available for as long as needed.
- The employee should notify the manager when the space is no longer needed.

Department or College management (executive, dean, vice president, or designee) responsibility:

- College or department management should provide reasonable time each day to an employee who needs to express breast milk. If possible, the break time should run concurrently with any break time already provided to the employee. Break time for non-exempt employees is not considered time-off.
- College or department management must make reasonable efforts to provide a room or other private location, in close proximity to the work area. The room should be clean and provide a chair, table, electric outlets and a door with a lock.
- College or department management should identify a space and communicate it to their faculty, staff and student employees.
- College and department management should consult Human Resources immediately if the requested break time would unduly disrupt business operations.

Human Resources:

- Advise employees, colleges or departments on the process, responsibilities or space.
- Human Resources posts instructions for on-campus [Nursing Mother Rooms on the web site](#)

Divisional Collaborations

None

Contact Information

Human Resources: 312-362-8500

Appendices

None

History/Revisions

Origination Date: 04/02/2009

Last Amended Date: 09/06/2016

Next Review Date: N/A