	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1001 Subject: Breaks and Facilities for Nursing Mothers	Effective Date: 6/22/11
Page: 1 of 3	Revision Level: C Last Revised Date: 4/8/15	

PURPOSE:

The Patient Protection and Affordable Care Act of 2010 (PPACA) requires employers to offer reasonable breaks for nursing mothers as well as appropriate facilities for nursing mothers to express breast milk for one year after the child's birth. The purpose of this policy is to delineate how the Clerk of the Superior Court's (COSC) Office will comply with the applicable provision of the PPACA.

POLICY:

The COSC shall designate a private space for employees to express breast milk, and the location and instructions regarding the space's use shall be communicated to employees in that location as necessary. The space shall be shielded from view and free from intrusion from coworkers and the public, and shall not be a restroom. If there are no employees subject to the policy at a given time, the area may be used for other purposes. The area provided must have a chair, a shelf (or table or flat surface), and an electrical outlet available.


The nursing mother is responsible for providing a breast pump and all clean-up of the equipment and area after its use. In addition, the nursing mother is responsible for refrigeration of the expressed milk.

The nursing mother may take reasonable breaks as needed for the purpose of expressing breast milk. Employees may take paid breaks which are generally less than 20 minutes in length. Employees shall coordinate their breaks with their supervisors. If the nursing mother requires more than a 20 minute break, additional time will be charged to vacation or leave without pay if no vacation time is available. Nursing mothers may choose to use their unpaid meal break for expressing milk but will not be required to do so.

PROCEDURES:

A. Breaks for Employees Expressing Breast Milk

1. An employee who is nursing an infant shall inform her supervisor of her need to express breast milk for her child and coordinate breaks with the supervisor as necessary.
2. COSC Human Resources shall provide instructions to eligible employees explaining their rights and responsibilities under this policy related to taking breaks to express breast milk.

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B. Facilities for Expressing Breast Milk

1. The COSC in conjunction with Court Administration shall designate a room or area at each location that meets the requirements outlined in this policy and will serve as the official area for employees to express breast milk.
2. For each designated room, a sign will be placed on the door or screen indicating that the area is private and that unauthorized entry is prohibited. If the area designated is a room, the door should have the ability to be locked from the inside while the room is in use in order to actively prevent unauthorized entry. A sign should be affixed to the door when the room is occupied.
3. If there are no employees in a facility to whom this policy applies, the area or room otherwise designated for expressing breast milk may be used for other purposes.
4. The location of an area or room designated for expressing breast milk may change from time to time as deemed necessary by the COSC. Changes to the location of an area or room shall be announced to all affected staff by COSC Human Resources.

REFERENCES:


Section 4207, Patient Protection and Affordable Care Act of 2010

APPLICABILITY:

This policy applies to nursing mothers employed by the COSC.

DEFINITIONS:

NONE


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	Page: 3 of 3	Revision Level: C Last Revised Date: 4/8/15

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	6/22/11
A	Lois Rees	Revised	2/24/14
B	Lois Rees	Revised	4/08/15
C	Christine Kelly	Updated to Controlled Document Index	6/29/15

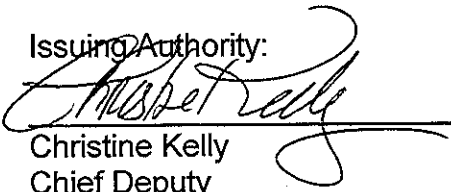
AUTHORIZED SIGNATURES:

Reviewed by:



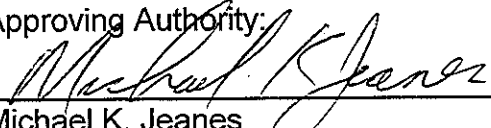
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Date Signed: 7/17/15