

Nursing Mothers Program

Break Time Guidelines for Employees

In recognition of the importance of work-life support, Western Washington University provides a supportive environment to enable breastfeeding employees to breastfeed their infant or express milk during work hours. This includes a University-wide lactation support program administered by Human Resources.

Reasonable Break Time

Employees are to be provided a reasonable amount of time as needed to express milk or breastfeed their infants during their work hours. The frequency of breaks and the duration may vary from person to person. This is allowed for up to one year after the child's birth.

Employees use their normal breaks and meal times to breastfeed or express milk. In accordance with the *Administering Work and Leave Time Reports* policy ([POL-U5410.05](#)), for time that may be needed beyond the usual break times and no work is being performed while expressing milk:

Classified Staff: Must report available accrued leave in accordance with collective bargaining agreement.

Professional Staff/Faculty: Do not report accrued leave time but are expected to work as necessary to accomplish the duties and responsibilities of their positions.

Employee and Supervisor Responsibilities

Employees and their supervisors are to work with the Disability Administrator in Human Resources to:

- Identify an appropriate space to use, and
- Establish a flexible schedule that will meet the needs of your department and the employee,
- Determine if and when reporting of accrued leave will be necessary.

If an employee brings their child to the workplace, the employee and supervisor must adhere to the *Children on Campus* policy ([POL-U5950.11](#)).

Contact Information

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