

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: Distribution

FROM: CHARLES L. RYAN, DIRECTOR

DATE: September 14, 2010

SUBJECT: Director's Instruction # 292, Reasonable Break Time for Nursing Mothers - REVISED

This Director's Instruction is effective immediately and supersedes DI 292 dated August 12, 2010. This Director's Instruction will remain in effect until incorporated into Department Order #512, Employee Pay, Work Hours, Compensation and Leave.

PURPOSE

Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C.207) has been amended to provide reasonable break time for nursing mothers. In compliance with the law, the Department shall provide paid, reasonable break time for an employee to express breast milk during the work day.

POLICY

- 1.1 Employees:
 - 1.1.1 Employees intending to express breast milk during the work day shall submit a completed Reasonable Break Time for Nursing Mothers, Form 512-23 (Attachment), to their supervisor prior to returning to work.
 - 1.1.1.1 Additional Reasonable Break Time for Nursing Mothers forms shall be available by contacting the complex/division Human Resources Liaison.
 - 1.1.2 Employees shall be provided paid time for two 15-minute intervals a work day to express breast milk for nursing children for the first year of a child's life.
 - 1.1.3 Employees may use their own cooler packs to store expressed breast milk.
 - 1.1.4 Employees may use their private office area for milk expression or the designated area.
- 1.2 The Warden/Bureau Administrator shall ensure an area (other than a bathroom) is designated at each location.
 - 1.2.1 The designated area shall:
 - 1.2.1.1 Be private and sanitary, free from intrusion and view from other employees and the public.
 - 1.2.1.2 Contain an electrical outlet, door with a lock, a comfortable chair, and have nearby access to running water.

ATTACHMENT

Reasonable Break Time for Nursing Mothers Form, 512-23

AUTHORITY

Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C.207)



ARIZONA DEPARTMENT OF CORRECTIONS

Reasonable Break Time for Nursing Mothers

Employee Name <i>(Last, First M.I.) (Please print)</i>		Employee Identification Number	
Work Location		Work Telephone Number	
<p>My child was born on _____ (Month/Day/Year). I am submitting this letter to let you know I plan to continue breast feeding my baby when I return to work on _____ (Month/Day/Year) and will need breaks consistent with Director's Instruction #292, Reasonable Break Time for Nursing Mothers at regular intervals during the work day to pump breast milk.</p> <p>This letter fulfills my responsibility to provide you with advance notice of my intention to express milk so that suitable arrangements can be made regarding a pumping location, as well as any work schedule modifications. This letter also provides notice in accordance with Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C.207) and Department Order #513, Employee Property, which I will be bringing with me as required equipment to express and keep milk at work.</p>			
Employee's Signature			Date
X			

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <i>(if disapproved, state reason)</i>		
Supervisor Signature	Supervisor Title	Date
X		

Distribution: Original - Employee
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