



Virginia Beach Department of Emergency Medical Services



GENERAL DEPARTMENT ADMINISTRATION

Nursing Mother Break-Time Policy

PURPOSE: The purpose of this policy is to establish a uniform process for providing breaks to nursing mothers for an opportunity to express breast milk.

APPLICABILITY: This policy shall apply to all members of the Department of Emergency Medical Services

POLICY STATEMENT: Members who are nursing mothers shall be provided with reasonable break time and a suitable place, other than a restroom, to express milk until the child turns one year of age. At least two breaks, up to 15 minutes each in duration, will be provided during each shift in addition to any other uncompensated breaks.

PROCEDURE:

Members are to notify their supervisors at the beginning of each shift if they will need time during the shift to express milk. Members assigned to operations should notify scheduling personnel of their need to express milk during duty periods prior to the monthly schedule being developed so reasonable attempts can be made to schedule the member at a location with a suitable location.

Supervisors will track the length of time spent on each break. Career employees will receive compensation for two breaks up to 15 minutes each in duration in addition to their uncompensated 30 minute meal break. The employee may utilize their meal break as an additional opportunity to express their milk if desired. Any additional time is uncompensated. Time sheet notations are only required for unpaid time.

A member is to notify their supervisor in advance of an anticipated need for a break for the purposes of expressing milk. The supervisor will notify the member when to start her break. If the member is already at a station with a suitable location, the break will start immediately. If not at a station, the member should proceed directly to a designated location. The break begins as soon as the member reports that she has arrived at the location. The member will notify her supervisor when she is ready to return to service.

In the event of emergent call demands, the supervisor may contact the member via phone or radio at the 20 minute point (30 minutes for lunch breaks) to determine when the member expects to be able to return to service.

Break Times

Supervisors will place the member out of service for each break. For operations personnel, as often as call demands allow, breaks should be offered during the following time windows:

<u>Day Shift</u>	<u>Night Shift</u>
0830-0930	2030-2130
1130-1300	2330-0100
1530-1630	0330-0430

To facilitate timely breaks, members are expected to be posted at a station by the time of the break window if not assigned to a call.

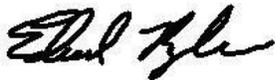
If the member is unavailable during a break-time window due to being committed to a call, the supervisor will provide a break as soon as practical after that window.

A member may decline to take an authorized break and wait until the next window.

Break Locations

Many city EMS stations along with the EMS Headquarters & Training Center have a private place shielded from view and free from intrusion. The Deputy Chief of Operations or his designee maintains a list of rooms designated as such for each city EMS station. The member is encouraged to use a "do not disturb" sign. It is expected that the member will keep equipment necessary to express and store her milk with her at all times through the shift.

ORDERED:



2/06/2018

EMS Chief

Date