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Policy Regarding Reasonable Break Time for Nursing Mothers

All CoWorx Staffing Services ("CoWorx") female employees, who breastfeed their child(ren) (referred to herein as "nursing mothers") will be provided reasonable break times to express milk throughout the day, each time they need to express milk, up to a maximum of one (1) year from the baby's birth.¹ CoWorx's intent is to provide appropriate private areas, other than bathrooms, for this purpose and will coordinate the same with our clients. Employees will not be retaliated against for exercising their rights under this policy.

Nursing mothers who need to express milk during the working day should contact Human Resources by calling 1-800-754-7000, press 1, ext. 2522 or by emailing coworxhr@coworxstaffing.com. When an employee makes an initial request for an accommodation under this policy, it shall be the employee's responsibility to engage in a dialogue with Human Resources about the duration and frequency of leave required. Human Resources will coordinate with the employee's site supervisor to make arrangements for the accommodation including to provide reasonable break times and to identify an appropriate location.²

Non-exempt salaried or hourly paid nursing mothers will be paid for breaks of up to twenty (20) minutes or less in accordance with Federal, state, and local laws. When possible, breaks to express milk break should be scheduled during normal break and meal times and/or when workflow allows.

Nursing mothers who are exempt under the FLSA will not have pay docked for taking a break to express milk.

Questions regarding this policy must be addressed to the CoWorx Human Resources Department by calling 1-800-754-7000, press 1, ext. 2522.

¹ Colorado employees may take nursing mother time up to two (2) years after the birth of her child. Maine, New York, and Vermont employees may take nursing mother time up to three (3) years after the birth of her child

² Indiana or Montana employees have the opportunity to bring in a cooler or can elect to place the milk in an inconspicuous container in a shared refrigerator, where one is provided.