United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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PERSONNEL BULLETIN NO: 11-11

SUBJECT: Providing Nursing Mothers Reasonable Break Time for Lactation.

1. **Purpose**. This Personnel Bulletin (PB) establishes the Department of the Interior's (DOI) policy and procedures for providing reasonable break time and a place (accommodations) for nursing mothers for the purpose of lactation.

2. **Authorities**.

   A. Section 4207 of the Patient Protection and Affordable Care Act, Public Law 111-148, which added a new subsection to section 7 of the Fair Labor Standards Act of 1938 (FLSA) (codified as amended at 29 U.S.C. § 207).

3. **Policy**. The DOI hereby establishes a policy for bureaus/offices to follow that provides reasonable break time and a place for nursing mothers for lactation.

   This policy is issued to comply with, and supplement, Office of Personnel Management (OPM) Memorandum dated December 22, 2010.

4. **Procedure**. Under this policy, bureau/office heads or their designee's are required to provide nursing mothers in their organization reasonable break time for the purpose to express breast milk for their nursing child for 1 year after the child's birth. Bureaus/office heads or their designee's should provide a reasonable amount of break time for lactation as frequently as needed by the nursing mother. The frequency of breaks for lactation as well as the duration of each break will likely vary, according to the needs of the individual mother. Each bureau/office should utilize current workforce flexibilities to provide reasonable breaks for this purpose. Workforce flexibilities include adjustments to the employee's work schedule and use of accumulated credit hours, if available, under flexible work schedules. In addition, an employee may also be granted annual leave, leave without pay (LWOP), compensatory time off or other appropriate leave for lactation.

5. **Facilities for Lactation.** Consistent with section 7 (r) of the FLSA, bureau/office heads or their designee's are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, preferably a locked room for a nursing mother to lactate. The space does not have to be solely set aside for nursing mothers. Bureau/office heads or their designee's should consult with the General Services Administration and internal collective bargaining

agreements when establishing procedures for implementing this portion of the PB. See Office of Personnel Management's Memoranda CPM 2010-19 dated December 22, 2010 http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=3281 for additional guidance and information.

If this link is unavailable, contact your servicing Human Resources Office.

6. **Suggested Best Practices**. The following best practices are suggested to provide a successful Nursing Mothers Program:
   a. A means to lock the space/room provided for nursing mothers to lactate;
   b. A reservation system (e.g., sign up book) for use of the assigned space;
   c. A small utility sink in or nearby the space/room or anti-bacterial soap to clean the equipment, wash hands, etc. after use;
   d. A small microwave to clean and sterilize non-metallic, microwavable equipment;
   e. A small refrigerator to store expressed milk;
   f. A comfortable chair and cabinet/desk to place equipment; and
   g. Internet access/phone (with hands free capabilities) for nursing mothers to multitask; that is, pump and work at the same time.

7. **Point-of-Contact**. The Departmental point of contact on this policy is the Department of the Interior, Office of Human Resources, Workforce Management Division, 202-219-0811.

for Thomas Mulhern
Director, Office of Human Resources