

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	HR14 –Rest Periods, Meal Periods, & Break Time for Nursing Employees		
Approval Date	December 12, 2023	Revision Date	January 1, 2025
Related	RCW 43.10.005 FLSA Section 7 Washington Administrative Code at Title 296, Chapter 126, Sections 296-126-001, 296-126-002, 296-126-090 and 296-126-092. Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)		
Purpose	To set forth the District’s policy regarding employee meals, rest periods, and break time for nursing employees.		
Scope	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

14.01 Rest Periods

Employees are to take a paid rest period of 15 minutes for each 4 hours of work. Rest periods must be scheduled mid-shift, if possible. Employees are not to work more than 3 hours without a rest period.

Rest periods may not be waived or combined. Rest periods may not be taken at the end of the shift in order to shorten a shift.

14.02 Meal Periods

Employees are to take a meal period of at least 30 minutes, beginning after the 2nd but before the 5th hour of the shift. Employees are not to work more than 5 consecutive hours without a meal period.

Meal periods may not be waived. Meal periods may not be taken at the end of the shift in order to shorten a shift.

14.03 Break time for nursing employees

Employees may use reasonable break time to express breast milk for their nursing child. For one year after the child’s birth, employees may take reasonable break time “each time such employee has need to express the milk.” The District may not deny a covered employee a needed break to express breast milk.

The frequency and duration of breaks needed to express breast milk will likely vary depending on factors related to the nursing employee and the child.

Factors such as the location of the space and the steps reasonably necessary to express breast milk, such as pump setup, can also affect the duration of time an employee will need to express milk.

Employees who telework are eligible to take pump breaks on the same basis as other employees.

Employees will be provided with “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.” The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing employee’s use, it must be available when needed by the employee. A space temporarily created or converted into a space for expressing breast milk or made available when needed by the nursing employee is sufficient provided that the space is shielded from view and free from any intrusion from co-workers and the public.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director.

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.